

Request for Payment of Tuition Expenses Voluntary Post Entry Training

To: City Treasurer
Greenbelt, Maryland

Date: _____

I hereby request the payment of tuition in order to take the following course(s) related to my work with the City of Greenbelt.

Name of School _____

COURSE(S) TO BE TAKEN	CREDIT HOURS	COURSE REQUIRED OR ELECTIVE	TUITION FEE	COMPLETION DATE OF COURSE

It is hereby understood and agreed that I shall return to the city any funds paid to me or the school for tuition as requested herein if I shall fail to complete the course with a satisfactory passing grade (grade or equivalent), or if my employment with the city is terminated for any reason within six months after completion of the course(s) taken. It is further understood and agreed that the City Treasurer is authorized to deduct from wages earned and due me, the amount of tuition fees paid by the city if such funds are returnable to the city because of failure to complete the course(s) for which the fees were paid or because of the termination of my employment with the city is less than six months after completion of the course(s), or for such other reasons as may be provided by the Policy on Post Entry Training approved by the City Council of July 8, 1974. Attached hereto is information from the school relating to the course(s) to be taken and evidence of the amount of tuition to be paid or which I have paid.

I further certify that I believe this request is in conformance with the Policy on Post Entry Training, a copy of which has been provided for me, and that I have investigated other possible sources of financial aid and assistance, including veteran benefits, grants and scholarships and am not aware of any funds being available for this training except as I have otherwise noted herein or attached hereto.

Name: _____

Date: _____

Signature: _____

Department: _____

Approval subject to the following limitations: Funds available, tuition and registration expenses only, not more than the cost of a three credit undergraduate course at the University of Maryland.

Issued to

Department Head

Amount

City Manager