

Loveland Fire Rescue Authority

Tuition Reimbursement Program Application

Complete this form, have your supervisor complete their section, and submit to the HR Manager no later than one (1) week prior to course start date. Please see procedures, benefits and criteria listed on page two of this form. Please include a detailed invoice or receipt for the requested amount.

Employee Information			
Name <i>(please print)</i> :	Today's Date:		
Job Title:	Phone:		
Supervisor's Name:			
Course Information			
Accredited Academic Institution:			
Degree or Certification Seeking:			
Course Title:	Course Start Date:	Course End Date:	
Requested Amount: \$			
Course Title:	Course Start Date:	Course End Date:	
Requested Amount: \$			
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Requested Amount: \$			
Are you receiving other funds (veteran's benefits, grants, etc.) for your education? Yes No			
If yes, what is the expected amount? \$			
If you listed a course that is not directly related to your job OR any potential job with LFRA, how will this course be beneficial to LFRA?			
Tuition Reimbursement Statement of Understanding			
<i>I have applied for tuition reimbursement with Loveland Fire Rescue Authority (LFRA). I understand that if I should leave employment with LFRA <u>before</u> twelve months from the date of course completion, I will be responsible for paying back the money LFRA gave me. I agree that LFRA may withhold from my final paycheck any money I owe pursuant to this agreement. If the amount I owe is greater than my final paycheck, I will pay the full amount within 30 days after my last date of employment. Failure to timely repay the amount I owe will subject me to collection costs, including attorney's fee incurred to recoup the amount due.</i>			
<i>I acknowledge that I have read and understand the Reimbursement Provisions as outlined in the Tuition Reimbursement Guideline.</i>			
Employee Signature:	Date:		
Supervisor Section			
Is this Employee meeting the performance expectations of their current position? Yes No			
Has this employee received discipline in the preceding six (6) months? Yes No			
Supervisor Signature:	Date:		
Battalion Chief Signature:	Date:		
Human Resources Manager			
Date Received:	Amount Approved:		

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Procedures

- Employee submits the completed application with supervisor's signature a minimum of one (1) week prior to course start date. Applicants must re-apply each calendar year for the current year's courses.
- The HR Manager will inform the employee in writing as to whether or not the application fits the criteria and that sufficient funds are available within three (3) weeks of the receipt of the application.
- Employees pay for the course(s) and submit to the HR Manager the tuition billing statement/receipt confirming academic institution, course name, start/end dates and itemized fees within two (2) weeks of the course start date.
- Employee submits to the HR Manager a copy of the course grade, or certificate of completion for non-graded courses, no later than 30 days from the course end date.
- The HR Manager will reimburse the employee on their paycheck within three (3) weeks of the receipt of all required documentation.

Benefits

- Tuition and other mandatory, incidental expenses required for enrollment in job-related courses (books, travel, testing, field trips will not be reimbursed)
- \$1,500 maximum per year
- \$10,000 maximum lifetime

Criteria

- Regular full-time or part-time employee
- Accredited academic institution
- LFRA job-related
- Meet performance expectations of current position
- No formal discipline in previous six (6) months
- Documentation, as listed in above procedures, submitted on time
- Signed Tuition Repayment Statement of Understanding (*written on the application*)
- Grade C or better (100% reimbursement for A, B, or certification of completion for non-graded courses; 80% reimbursement for a C letter grade.)

