



TUITION ASSISTANCE PROGRAM

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time which will improve their skills for their current job or prepare them for promotional opportunities with the Town.

Tuition, registration, fees, laboratory fees, and student fees are eligible expenses.

Employees may be reimbursed for eligible expenses up to a total of one thousand two hundred fifty dollars (\$1250) per fiscal year. Satisfactory completion of the courses with a grade level of at least "B" will be required for reimbursement.

Requests for tuition assistance shall be submitted to the Human Resources Office prior to course registration and are subject to the review and approval of the department head and Town Manager, subject to availability of funds.

For more Tuition Reimbursement information, see the Benefits Information tab on the employee Intranet.