



### I. Tuition Reimbursement

#### How to Apply for Tuition Reimbursement

1. Go online to the [human resources website](#) to obtain your [course approval form](#).
2. Complete all sections and return to human resources no sooner than 60-calendar days prior to beginning of course or no later than 60-calendar days after course completion.
3. Within 60 days of course completion, submit a passing grade of C or above and proof of payment along with the course approval notice to human resources.
4. If documentation is satisfactory, and if funds are available, you will be reimbursed through the regular payroll process.

#### Salt Lake City Process

1. After receiving completed course approval form it is reviewed to ensure
2. Salt Lake City will notify the applicant of approval or denial within 3 weeks of receiving the course approval form.
3. Once the employee submits required documentation no later than 60-calendar days after course completion, the City will send a request to the finance department for employee reimbursement through the payroll process.

#### Current References:

[Course Approval Form](#)  
[human resources website](#)

Approved and passed this 31<sup>st</sup> date of December, 2016