

# PINAL COUNTY TUITION REIMBURSEMENT PROGRAM APPLICATION

Employee Name (*Print*): \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_ Ext.: \_\_\_\_\_

Current Mailing Address (*City, State, Zip*): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Full-Time Employment: \_\_\_\_\_ Degree Seeking: \_\_\_\_\_ Amount \$: \_\_\_\_\_

College/University: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

**\*\*{Application *must* be received by Human Resources 60 days prior to the beginning of class}\*\***

\*Semester applying for: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ \* **Note, must reapply each Semester**  
(Year) (Year) (Year)

Date each Class(es) Begins: \_\_\_\_\_ / Date Class(es) End: \_\_\_\_\_

**Course Number(s) & Title(s)** (Ex: *MAT 100 – Pre-Algebra*) and date each class begins

1 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 4 \_\_\_\_\_

Describe in **detail** how the course(s) or degree relates to your duties performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned employee, understand that the amount of tuition reimbursement and/or advance received, if approved will be based upon the availability of funds - subject to the limits of tuition per credit hour and traditional semester program at Arizona's state funded college/university, and grade(s) received. I further understand and agree that if I am separated from Pinal County employment for any reason, I will repay the reimbursement to Pinal County according to the terms of the Tuition Reimbursement Policy (*P&P 5.30*) and I authorize payroll deduction(s) of the amount. If an advance has been received and I have not taken the class or have not earned a grade of "C" or better in the semester applied for, I will repay the advancement within two months of applied for semester ending, and I authorize payroll deduction(s) of the amount. I certify that I am not receiving tuition aid or reimbursement from any other source(s) (loans are not considered as other sources) and, have read and understand the Tuition Reimbursement Program Policy. Failure to disclose other sources of tuition aid or reimbursement to Pinal County Government will constitute the falsification of the tuition application document and **will result in forfeiture of any tuition reimbursement received** and subject you to disciplinary action up to and or including discharge. Applicants for tuition reimbursement should be aware that any reimbursement above the limit prescribed by the IRS will be processed as taxable income to the employee.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved By:**

Department Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director (Print): \_\_\_\_\_