

**CITY OF RICHARDSON
COLLEGE TUITION PARTICIPATION PROGRAM**

NAME _____

DATE _____

POSITION _____

DEPARTMENT _____

Please complete Section 1, 2, or 3 of this form (whichever is appropriate to your situation). All applicants must also complete Section 4.

Section 1

As a full-time employee of the City of Richardson, I request reimbursement of eligible expenses related to taking college courses to obtain a college degree (with a degree plan on file with the college or university). If not in a degree program, see Section 2.

TITLE OF COURSE	CREDIT HOURS	COST
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____

I am working toward a _____ degree.

Field of Study: _____

Title of Degree _____

Name of College: _____

Date Classes Begin: _____ Date Classes End: _____

Give brief outline of each course: _____

Section 2

As a full-time employee of the City of Richardson, I request reimbursement of eligible expenses related to taking college course(s) to acquire skills required in performance of my current job and/or to prepare for additional responsibilities or other possible future jobs **with the City.**

TITLE OF COURSE	CREDIT HOURS	COST
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____

Name of College: _____

Date Classes Begin: _____ Date Classes End: _____

Give brief outline of each course, and how you expect it to help you in your current job or prepare you for additional responsibilities or other possible future jobs **with the City**: _____

Section 3

As a full-time employee of the City of Richardson, I request reimbursement of eligible expenses related to studying and/or taking a test to obtain a General Equivalency Degree (G.E.D.).

TITLE OF COURSE	STUDY/TESTING CENTER	COST
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____

Date Classes Begin: _____

Date Classes End: _____

Section 4

All employees who request reimbursement must sign to acknowledge the requirements listed below.

Should I fail to complete these courses or achieve a grade of less than “C” in college undergraduate work and “B” in college post-graduate courses, or should I terminate my services with the City during completion of these courses, I understand that I will not receive any tuition reimbursement. If studying for the GED, I understand that I must pass the GED test before I will receive any tuition reimbursement

I understand that the maximum reimbursable amount per employee is \$4,000 per calendar year.

I understand that documentation must be submitted to Human Resources within 45 calendar days of issuance of grades or the end of the course in order to receive reimbursement.

I am not receiving tuition reimbursement or educational assistance payment of any kind from any other agency, firm, or company. The courses for which I am requesting reimbursement do not qualify for tuition/fee exemption under State law (e.g., exemptions in Section 54 of the Texas Education Code, applicable to state public institutions of higher education, applicable to fire fighters for courses in fire science, and to peace officers for undergraduate courses in criminal justice or law enforcement).

I understand the IRS regulations require reimbursements over a designated amount per year will be reported as taxable income, subject to federal income tax, Social Security and Medicare. Once my reimbursement exceeds an amount as specified by the IRS, the appropriate taxes will be deducted and reported on the annual W2 form. Tuition reimbursement is not subject to TMRS deductions.

Receipt showing tuition as a separate fee must accompany grade report.

Employee's Signature

Department Head Approval

Human Resources Approval