

CITY OF KETTERING  
REQUEST FOR EDUCATIONAL ASSISTANCE

TO: Director of \_\_\_\_\_ Department

FROM: \_\_\_\_\_

SUBJECT: Request for City Participation in Formal Education

In accordance with Personnel Policies & Procedures No. 809, I hereby request permission to enroll at \_\_\_\_\_ with the intention of furthering my formal education.

The subject I intend to take is \_\_\_\_\_ resulting in \_\_\_\_\_ credit hours.

I will attend sessions on \_\_\_\_\_

The total tuition for this course \$ \_\_\_\_\_

80% (City's Participation) \$ \_\_\_\_\_

Total Cost of Fees and/or Texts \$ \_\_\_\_\_

80% (City's Participation) \$ \_\_\_\_\_

Course will start on \_\_\_\_\_ and finish on \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Employee

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Director

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Director of Human Resources

If the employee's service with the City is terminated for any reason within two (2) years of completion of the course, the employee shall return the City's outlay on a pro-rata basis. The City Manager may waive this requirement under unusual and justifiable circumstances.

Reference Personnel Ordinance

Directions:

Complete one copy for each course. After all signatures, Human Resources will make the following distribution:

1. Original – Employee's Personnel File
2. 1st copy -- Finance Department
3. 2nd copy -- Employee
4. 3rd copy – Employee's Dept. File

To obtain reimbursement at the end of above course, submit to the Finance Department a copy of this approval, proof of successfully completing this course (grade or certificate), and proof of payment of the above course (i.e. cancelled check or receipt from bursar's office).