CITY OF KETTERING
REQUEST FOR FUTURE YEARS TUITION REIMBURSEMENT

I, _____, have reached the current year's limit of tuition reimbursement and at this time request funds previously reserved for future years tuition. The amount of this advance will be approximately $_____, and the year in which I will be advancing funds from is _____. I understand that this advance will be reimbursed to the City on a prorated basis if my employment is terminated for any reason.

_____
Employee Date

_____
Department Director Date

_____
Human Resources Director Date

_____
Finance Director Date

This form is to be completed in addition to the "Request for Educational Assistance" form, as well as the "Request for Advance Tuition Reimbursement" form, if applicable.