

RESOLUTION REQUEST FORM NO. 19
Application for Approval to Enroll in Job-Related Courses by Employee

1. Name: _____
2. Position: _____ 3. Department: _____
(attach job description)
4. Course Title: _____
5. Institution or School: _____
6. Please explain how this course relates to your current position (attach course description):

7. Starting Date: _____ 8. Completion Date: _____
9. Cost (attach documentation): _____
10. Employee Signature: _____ Date: _____
11. Supervisor Comments (Approve/Deny)
Supervisor Signature: _____ Date: _____
12. Department Head Comments (Approve/Deny) Is funding in the department budget? (Yes/No)
Department Head Signature: _____ Date: _____
13. Human Resources Comments (Approve/Deny)
Human Resources Signature: _____ Date: _____
14. Committee Recommendation (Approve/Deny)
Committee Chair Signature: _____ Date: _____

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for up to 50% reimbursement for costs in number 9 above. Employee must complete the course with at least a grade of C, its equivalent, or better. Employee then submits a Tuition Reimbursement Voucher with receipts verifying costs as listed and a copy of their final grade.

HOW TO USE THIS FORM

1. All requests must be approved by the Board of Supervisors prior to the start date of your class.
2. Complete sections 1 – 10 on the front of this form. Once complete, forward to your immediate supervisor for review. When forwarding please be sure to include your job description, the course description from the course catalogue, along with documentation for the amount you are requesting. If you report directly to a Department Head, skip No. 11 and forward your request directly to you Department Head for review.
3. Department Heads will review request and forward the form to Human Resources for review regardless of whether they approve or deny the request.
4. Human Resources will review request and forward to the Committee Chair for review regardless of whether they approve or deny the request.
5. Oversight committee will review the request and determine if they would like to move the request forward to the Personnel Committee.
6. If Personnel Committee approves, a resolution will go to the Board of Supervisors to approve. Once the Board of Supervisors passes a resolution for your reimbursement, you will receive the Warren County Tuition Reimbursement Voucher along with instructions on how to submit documentation for reimbursement once you've completed your class.

Instructions for Reimbursement of Approved Job Related Course(s)

Congratulations on completion of your Job Related Course! Below are some instructions to assist you in getting your reimbursement in a timely manner.

- ✓ You must have actually paid for your tuition prior to reimbursement.
- ✓ Make sure the Warren County Tuition Reimbursement Voucher is completely filled out and signed. The 'Course/Book Titles' column should be a title or description of the course, fees, or books that you have paid for. The 'Total Costs' column is the total amount of the tuition/fees/books charged by the college or bookstore. The 'Financial Aid/Scholarships' column should include all monies given to you that you are not required to pay back. The difference between 'Total Costs' and 'Financial/Aid Scholarships' is the 'Total Out of Pocket Cost to Employee'. The amount you will be reimbursed should be listed in the '50% reimbursement' column. If you are filling out this form online the formulas should do the computations for you.
- ✓ You must provide a copy of your final grade(s) for the course(s) showing a grade of 'C' or better.
- ✓ You must provide a statement from the college showing the total cost for your tuition, fees, and books as well as all payments applied to your account. Invoices or billing statements that do not show payments are not acceptable. Books may be purchased from outside sources, but an itemized receipt showing the title and cost of the book must be submitted.
- ✓ Any 'free money' should be listed in the 'Financial Aid/Scholarships' column. 'Free money' is anything that you do not have to pay back. This figure does NOT include student loans or credit card payments.
- ✓ Reimbursable fees are only those fees that are showing on your receipt as paid to the college. Personal internet fees, mileage, etc are NOT considered reimbursable fees.
- ✓ Keep in mind that the amount on the resolution is a 'Not to Exceed' amount. That means that you may not necessarily qualify for a reimbursement of that total. Also, if your qualifying amount is greater than the NTE amount you will not be paid more than the NTE amount unless your department head gets a new resolution.

Warren County Tuition Reimbursement Voucher
 Warren County Municipal Center
 1340 State Route 9
 Lake George, New York 12845
 Tax Exempt No. 14-6002576

Department: _____ Reso # _____
 Purchase Order No. _____ Code(s): _____

Vendor # _____
 Employee Name _____
 Address _____

Course/Book Titles	Total Costs (Including Fees)	Financial Aid/Scholarships	Total Out of Pocket Cost to Employee	50% Reimbursement
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
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			\$ -	\$ -
			Total Reimbursement Amount	\$

I, _____, certify that the above reimbursement in the amount of \$ _____ is true and correct; that I have adhered to the Warren County Job Related Course Policy and that I am entitled to the above reimbursement amount.
 Employee Signature _____

Department Approval
 Approved by: _____

 Date _____ Signature _____

Approval for payment:
 This claim is approved and ordered paid from the appropriations indicated above.
 Date _____ Warren County Auditor _____