



Norman Fire Department Tuition Assistance Request

Date _____

Employee Name _____ Position _____

School to Attend _____ Degree Plan _____

Semester and Inclusive Dates _____

Course and Catalog Description	Tuition	Books	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Grand Total	_____

I understand that reimbursement of tuition and other expenses will be made for the above course(s), as approved by the Fire Chief, upon presentation of receipts for expenses incurred. I further understand that upon completion of the course(s) I must provide evidence of grade C or better or a satisfactory completion certificate. If for any reason I do not complete the above course(s); do not receive a grade C or better or satisfactory completion certificate; or terminate my employment prior to completion of the course(s), I understand that reimbursement must be made to the City by withholding the appropriate amount from my incentive pay or wages.

Employee Signature _____ Date _____

APPROVALS:

Local 2067 Signature _____ Date _____

Dept. Head Signature _____ Date _____

See reverse for Procedures

TUITION ASSISTANCE PROCEDURES

The purpose of the Norman Fire Department's Tuition Assistance Program is to assist department employees in advancing their educational levels in those subject areas applicable to their jobs, and it is hoped that each employee will avail himself of the opportunity provided. Allocation of these funds among the I.A.F.F. members shall be left to the discretion of the bargaining unit officers or an elected committee, subject to approval by the Fire Chief. The following information explains the Tuition Assistance Program.

1. The employee should submit to the bargaining unit officers or committee a degree plan obtained from the school catalogue, which will provide both course information regarding, and justification for, the employee's enrollment.
2. The employee should discuss with the bargaining unit officers or committee his intentions to attend school in order to ascertain if the proposed course(s) is(are) approved courses relating to the degree programs specified in the I.A.F.F. contract prior to enrollment. The bargaining unit officers or committee will also help the employee to determine the feasibility of working and attending school to ensure that his scholastic schedule will not interfere with his work schedule.
3. Immediately after enrollment, the Tuition Assistance Request, with the degree plan attached thereto, and the receipts showing the tuition paid, books purchased and course fees paid should be submitted to the bargaining unit officers or committee. Upon approval, the bargaining unit officers or committee will submit the request to the Fire Chief's office for reimbursement. Reimbursement is to be made within a reasonable time after submission.
4. Upon completion of the course the employee must provide the I.A.F.F. officers or committee and the Fire Chief with a certified copy of their transcript or other proof of completion satisfactory to the City.
5. **If for any reason the employee does not complete the course(s); does not receive a grade C or better or a satisfactory completion certificate; or terminates employment with the Fire Department prior to completion of the course(s), reimbursement will be made to the City by withholding the appropriate amount from the employees incentive pay or wages.**