

**CITY OF NEW HAVEN  
EDUCATIONAL REIMBURSEMENT APPLICATION**

HR USE:

Name: \_\_\_\_\_

Emp #: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Union Affiliation:     3144         884         71         1303-467

*Reimbursement allowance varies by union and is subject to change; refer to union Agreement for detail.*

- **Local 71:** The City will reimburse employees for actual allowable expenses incurred not to exceed \$1,000.00 per year; there shall be no semester limit in any calendar year.
- **Local 884:** The City will reimburse employees for actual allowable expenses incurred not to exceed \$1,000.00 per year; there shall be no semester limit in any calendar year.
- **Local 3144:** The City will reimburse eligible employees for actual allowable expenses incurred to a maximum of \$250 per semester, not to exceed \$750 per calendar year.
- **Local 1313-467:** The City will reimburse employees for actual allowable expenses incurred not to exceed \$1,000.00 per year; there shall be no semester limit in any calendar year.

Funding Source of your salary:     General         Special\*

\*Special Fund employees shall only be eligible for education assistance if the grant or funds from which they are paid permit it or funds are available in the grant for education assistance.

**COURSE INFORMATION:**

College / University: \_\_\_\_\_

Dates of Course (i.e., Spring 2022, Summer Session 2023) \_\_\_\_\_

Title & Number of Course (use a **separate** application for each course):  
\_\_\_\_\_

Brief description of course (use a **separate** application for each course):  
\_\_\_\_\_  
\_\_\_\_\_

Tuition for this course:        \$ \_\_\_\_\_

Textbooks for this course:     \$ \_\_\_\_\_

Miscellaneous Fees, etc.:     \$ \_\_\_\_\_

**Total Costs for this Course:**    \$ \_\_\_\_\_

Will you receive government or other financial aid?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Instructions:**

1. Employee must have at least one year of continuous service at the time of application.
2. Submit a separate application for each course, prior to course registration, to Human Resources.
3. Provide proof of payment for the course as promptly as is practicable.
4. Provide satisfactory evidence of completion of the course with a grade of "C" or higher for undergraduate school courses, or "B" or higher for graduate courses or a marking equivalent. Provide proof of grade as promptly as is practicable.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR HUMAN RESOURCES / PAYMENT USE ONLY**

Date App Rec in HR \_\_\_\_\_

Date Proof of Payment Rec \_\_\_\_\_

Final Grade: \_\_\_\_\_

Date Grade Received: \_\_\_\_\_

Human Resources Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Educational Reimbursement Information & Instructions**

*The City of New Haven, through Locals 3144, 884, 71, and 1303-467, offers employees the opportunity to improve their skills and advance their education by providing limited financial assistance to those who meet the following eligibility requirements:*

1. All applications for education assistance must be made prior to the time of course registration. Applications not made in advance may be rejected.
2. Course work for which assistance is being requested must be job related, or it must be of such a nature as to improve the employee's promotional opportunities, or it must be a requirement of a college or university degree program which is related to the employee's development as a City employee.
3. Course work must be taken at an appropriately recognized and certified institution. No reimbursement is available under this policy for association meetings, conventions, institutional programs, or other similar forms of extracurricular programs.

Special Funds and ETA employees shall only be eligible for education assistance if the grant or funds from which they are paid permit it or funds are available in the grant for education assistance.

The amount of allowable reimbursement varies in each contract. Please refer to your current union Agreement for details.

*In order to be reimbursed, the employee must:*

1. Have at least one year of continuous service at the time of application.
2. Complete and submit "Educational Reimbursement Application" to the Department of Human Resources. Please ensure the completed form is approved and signed by your Department Head.
3. Provide proof of prior payment (i.e. copies of receipts, cancelled check, statement from school) to the Department of Human Resources.
4. Once you have received a grade for your course, provide satisfactory evidence of completion of the course with a grade of "C", or higher for undergraduate school courses, or "B" or higher for graduate courses or a marking equivalent (i.e. copies of final grades) to the Department of Human Resources.

Reimbursement is made on a first-come, first-serve basis, with a limited amount of money set aside per fiscal year. Refer to your union contract for more details.

