



TOWN OF ROCKY HILL
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www.rockyhillct.gov

TUITION REIMBURSEMENT BUDGET APPROVAL

(Rev. 08/22/2019)

INSTRUCTIONS: Use this form to request budget approval for the next fiscal year. Please return this completed form to Human Resources no later than February 15th. Upon completion of the course(s), submit the form "Tuition Reimbursement Request for Completed Course(s)," final grade(s) and proof of course payment to Human Resources in order to receive reimbursement.

Today's Date: _____ Request for Fiscal Year: _____

Employee Name _____ Union Name _____

Title of Position _____ Department _____

Name of Educational Institution: _____

Type of Degree: Certificate Associates Bachelors Masters

Name of Course(s):

Date Course(s) Begins: _____ Date Course(s) Ends: _____

Total Cost to Employee: _____ Reimbursement Amount Requested: _____

How does this educational opportunity relate to the work you perform in your current position?

In accordance with the Town of Rocky Hill's Personnel Rules and/or Union provisions, budgetary consideration should be included in the budget for the next fiscal year (fiscal year begins on July 1). This form must be submitted no later than February 15 to be considered in the next fiscal year budget commencing on July 1.

Employee Signature _____ Date _____

APPROVAL

Department Head Signature	Human Resources Signature	Town Manager Signature	Finance Signature
Date	Date	Date	Date