

**DELAWARE COUNTY
TUITION ASSISTANCE APPLICATION**

INSTRUCTIONS:

Before Course(s) Begin: Complete Sections I, II and III below and provide signature and date at the bottom of Tuition Assistance Application. Obtain supervisor's statement of justification in Section IV and secure your supervisor's approval in Section V. Forward to Human Resources. Human Resources approves course(s), forwards to Appointing Authority and returns a copy of approved Tuition Assistance Application to employee.

After Completion Of Course(s): Submit necessary documents in legible form, including itemized tuition and fee statement indicating a zero balance, itemized book purchase receipt and the grade report must be provided for reimbursement.

Section I Employee Information

Print Name (Last, First, Middle) _____
Home Address _____
Home Phone Number _____

Department _____ Work Title _____
Starting Date with Delaware County _____ Work Phone Number _____

Section II School and Course Information

Name and Address: _____ Course(s) Title: _____

Classes Begin: _____ End: _____
Accredited School: Yes No Days of Week Class Meets: _____
Is the course work required Yes No Time of Day Class Meets: _____
for your degree? Yes No Expected Completion Date: _____
Enrolled as: Graduate Undergraduate

Major/Program: _____ Anticipated Amount of Tuition \$ _____
Type of Degree: _____ Anticipated Amount of Books \$ _____

Delaware County does not duplicate payment for Scholarships, Veterans Assistance, or other financial aid. Did you received any other assistance? Yes No

If yes, how much and what kind? _____

Employee's Signature _____ Date _____

Section III Applicant Statement of Justification

Please briefly state how the proposed course work would broaden your knowledge and skill and furthermore benefit Delaware County.

Section IV Supervisor Statement of Justification

Please briefly state how the proposed course work would broaden the applicant's knowledge and skill and furthermore benefit Delaware County

