

CITY OF NEW HOPE EDUCATIONAL ASSISTANCE PROGRAM

Eligibility

The following employees who have completed a probationary period with the city may apply for the Educational Assistance Program: regular full-time and regular part-time working 20 or more hours per week.

Approval will be based upon the following criteria:

1. Courses that are job-related and will enhance the employee's value to the city.
2. Courses at an accredited institution that lead to a degree, a professional registration, or qualifying as continuing adult education.
3. Other educational assistance entitlement, such as Veteran's benefits, are first exhausted.
4. Funds are available in the city's approved annual budget.
5. Application is made prior to enrollment.

Pre-enrollment Application

It is recommended that the eligible employee first discuss the desire to pursue further education with his or her department head. Together they can discuss the relevance of the course to the employee and his or her job responsibilities.

The employee must submit an Educational Assistance Program application, providing specific information regarding the course title, the institution, and the costs. See Attachment A.

Although courses at private institutions may be approved, reimbursement will be based upon per credit hour costs of comparable courses offered at a public institution.

Approval

The application must be approved, prior to enrollment, by the employee's department head and the city manager.

Reimbursement

Upon enrollment in an approved course, the employee is eligible for initial reimbursement of the *approved* costs incurred for tuition, fees, and textbooks. Initial reimbursement is 50% for full-time employees and 25% for part-time employees. To request reimbursement, the employee must furnish his or her department head with copies of proof of payment, such as receipts or cancelled checks.

Upon satisfactory completion of an *approved* course, the employee is eligible for final reimbursement of the approved costs incurred for tuition, fees, and textbooks. Final reimbursement is 25% for full-time employees and 15% for part-time employees. To request reimbursement, the employee must furnish his or her department head with proof of satisfactory completion.