

**Linn County Tuition Reimbursement  
Request To Pursue Degree Program**

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

Employment Date: \_\_\_\_\_ Position: \_\_\_\_\_

The Training Assistance and Tuition Reimbursement Program Policy provides that course work toward a degree program will be reimbursed, even if a course is not work-related, so long as the course is part of a curriculum leading to the completion of an approved degree.

The employee is required to attach to this form a list of course work (including number of required hours) and the estimated cost of such course work to complete the requested degree program. A list of the courses and their estimated cost from the college catalog is acceptable. The employee must also submit a copy of the college transcript when requesting reimbursement for a course to complete the approved degree program.

Approval to pursue a reimbursed degree program must be received from the Employee Development Committee. Preference will be given to individual courses and undergraduate degree programs. Graduate degree programs will be approved subject to availability of funds. A request to pursue a reimbursed degree program will need to be re-submitted and approved if no courses are taken within a 12 month period.

**ONCE APPROVAL IS RECEIVED TO PURSUE A DEGREE PROGRAM, AN EMPLOYEE MUST COMPLETE AN INDIVIDUAL REQUEST FOR EACH COURSE. PLEASE SEE THE TUITION REIMBURSEMENT COURSE REQUEST FORM FOR DEADLINE DATES.**

Please provide the following information:

- 1) Degree being pursued: \_\_\_\_\_
- 2) Educational institution: \_\_\_\_\_
- 3) Hours completed to date (if any): \_\_\_\_\_
- 4) Anticipated graduation date: \_\_\_\_\_
- 5) Explain in detail, how the degree program you wish to pursue will benefit Linn County:  
\_\_\_\_\_  
\_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Development Committee: \_\_\_\_\_

Request approved: \_\_\_\_\_ Request not approved: \_\_\_\_\_ Date: \_\_\_\_\_