



Education Assistance Program Request Form

City of South Padre Island
4601 Padre Blvd.
South Padre Island, TX 78597
Phone: (956) 761-8102
Fax: (956) 761-3888

To be completed and turned into Human Resources prior to enrolling for class(es).

Section I: Employee Information

Employee Name: _____ Department: _____

Job Title: _____ Supervisor: _____

Semester Applying For: _____

Name of Institution Offering Course: _____

Degree Plan: _____

Class / Course Title: _____ Time: _____ Location: _____

Class / Course Title: _____ Time: _____ Location: _____

Class / Course Title: _____ Time: _____ Location: _____

Is this course(s) job-related? Yes No

Please explain relation to job:

Is this course(s) taken towards the completion of a degree? Yes No

If yes, please identify the degree: _____

Will you receive financial assistance for your courses from other sources? Yes No

If yes, please identify the source(s): _____

Amount(s): _____

I certify that I have not received any assistance for the amount I am requesting to be reimbursed and that I do not qualify to be reimbursed for these expenses from any other source during this fiscal year. I also certify that if I receive reimbursement and discontinue employment for any reason prior to providing one year of service to the City, I will repay the City for the amount I was reimbursed under the Educational Assistance Program.

Employee Signature

Date

Forward to department director for signature and approval process.

Section II: Departmental Approval Process

I _____ approve _____ disapprove reimbursement for this course(s).

Department Director's Signature

Date

Forward to City Manager for signature and approval process.

Section III: City Manager Approval Process

I _____ approve _____ disapprove reimbursement for this course(s).

City Manager Signature

Date

Forward to Human Resources Division for processing.

Section IV: For Human Resource Use

Reimbursement:

Approved: Fiscal Year (_____) in the amount of \$_____.

Disapproved: No reimbursement will be paid.

Administrative Services Director Signature

Date

If your course(s) are approved, please submit the following to Human Resources within 30 days from the end of the course term. If disapproved, no reimbursement will be paid.

- Itemized statement of tuition and fees.
- Proof of payment which shall consist of an itemized receipt.
- Official grade report or transcript.
- Completed City Expense Report.