CITY OF KETTERING
REQUEST FOR ADVANCE TUITION REIMBURSEMENT

I, _____, request advance reimbursement for tuition that I have paid (80%) for course(s) previously submitted through Human Resources. I agree to submit proof of completion at the termination of the course(s). If I fail to complete and/or fail to submit proof of completion, I will reimburse the City for monies advanced.

_____
Employee Date

_____
Finance Director Date

Course(s)

_____ _____

_____ _____