

## Tuition Assistance Reimbursement (TAR-2) Form

To be reimbursed for educational assistance, complete these following steps in order:

- 1) Complete the TAR-2 form, in its entirety, with the information regarding the course(s), qualifying fees and degree program (if applicable).
- 2) Attach an official transcript that reflects completed course(s) and the final grade received. Also attach an itemized statement from the institution of cost, along with proof of payment.
- 3) You and your Department Head sign the TAR-2 and submit the form to the Human Resources Department for approval by the Human Resources Director and the Mayor. If approved you will be notified by the Human Resources Director in writing.
- 4) Upon approval, your TAR-2 will be submitted to the City Clerk/Treasurer's Office, and your check will be issued within 5-10 business days.

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

Department and Job Title: \_\_\_\_\_

Degree Sought (if applicable): \_\_\_\_\_

Course Name(s): \_\_\_\_\_

Credit Hour(s) Sought: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Course(s) Start Date: \_\_\_\_\_

Course(s) End Date: \_\_\_\_\_

Course(s) Expenses:

Tuition: \_\_\_\_\_

Registration: \_\_\_\_\_

Other Fees: \_\_\_\_\_

Total: \_\_\_\_\_

Final Grade Received for course(s): \_\_\_\_\_

*I attest that all the above information is correct and I paid for these costs with money that was not from a grant or scholarship.*

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

By signing below, all parties agree the employee followed the proper procedures to receive tuition reimbursement for Educational Assistance and the above-referenced information is correct.

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Department Head Printed Name

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Date

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Department Head Signature

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Human Resources Director Printed Name

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Date

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Human Resources Director Signature

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Mayor Printed Name

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Date

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Mayor Signature