

Course Pre-Approval Application
(A separate application is required for each course.)

Employee Information:

Full Name: _____ Job Title: _____

Department: _____ Work Phone: _____

Are you a full-time employee in active pay status? ___ Yes ___ No Hire Date: _____

College/School Information:

Institution Name: _____ Accrediting Body: _____

Course Information

Course #	Course Name	Start Date	End Date	Credit Hrs	Tuition per Hour \$	Total (Cr. hrs. x Tuition)
						\$
						\$
					Total	\$

Type of Degree Program: Associate Bachelor's Graduate

Explain how this course relates to your current job responsibilities:

If you need additional space, use the back and/or attach additional sheet.

Attach official course description and fee schedule.

Education Assistance Agreement:

I hereby certify the foregoing information is true and correct. In submitting this application I represent that I will attend any approved class during my off duty hours and that I will not use a County vehicle to commute to classes. I understand that I will not be eligible for reimbursement of travel expenses associated with my attendance of an approved course. I further understand that in my attendance of any course approved for reimbursement I will not be acting within the line and scope of my employment. Should an agency, such as the Examiners of Public Accounts, determine that tuition reimbursed for any course was not proper expenditure of public funds, I agree to repay the County in full for such costs.

Employee's Signature: _____ **Date:** _____

Departmental or Appointing Authority Authorization:

It appearing the employee has met the requirements of the Mobile County Tuition Reimbursement Policy, I approve this application.

Department Head Signature: _____ **Date:** _____
 (For employees under the appointing authority of the Mobile County Commission)

Elected Official Signature: _____ **Date:** _____
 (For employees of other Appointing Authorities)

This Course Pre-Approval Request has been: ___ Approved ___ Denied Reason: Course does not relate to current job responsibilities.
 Other _____

 County Administrator or Representative Date