



City of Rochester, New Hampshire

Office of Finance and Administration

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 335-7589

Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: _____
2. Department: _____
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes ____ No ____
4. Number of Courses for this employee already approved for the current fiscal year is: ____ (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
 - a. Name of Course _____; Cost: _____; and dates of Course: from _____ to _____
 - b. Name of Course _____; Cost: _____; and dates of Course: from _____ to _____
 - c. Name of Course _____; Cost: _____; and dates of Course: from _____ to _____
6. Reimbursement for only the cost of the course will be as follows:
100% for an A grade; 90% for a B grade; 70% for a C grade.
7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.
8. Department head approval signature: _____
9. Date of Department head's approval: _____
10. Finance Director approval signature: _____
11. Date of Finance Department approval: _____
12. City Manager's approval Signature: _____
13. Date of City Manager's Signature: _____