



## MLIS Tuition Reimbursement Application

To be completed and given to Director by April 30

### Employee Information

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

Department: \_\_\_\_\_

Title: \_\_\_\_\_

### School Information

Name of College/University: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

### Course Information

Course No	Course Name	Begin Date	End Date	No. Credit Hours	Cost/Credit Hour	Total Amount

Please explain the value of this training in contributing to Brownsburg Public Library's mission and how it relates to your current position. (You may write in the space below or attach a sheet).

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

Date: \_\_\_\_\_

## MLIS Tuition Reimbursement Application Process

- The Friends of the Brownsburg Public Library and in partnership with the Wanda Pearson Scholarship Fund will award one Brownsburg Library Employee a scholarship for two classes in a single school year.
- This is a reimbursement award for the cost of the classes plus associated fees at the conclusion of each class and upon receiving a B or better in the course.
- If the employee leaves the Brownsburg Public Library employment less than 6 months from the completing the class, the employee must repay the award.

### Timeline for Application and Award:

- February 15 – April 30 – Application Open
- May Friends Board Meeting – Applications Reviewed by Friends Board and Wanda Pearson
- May 31 – Award Announced

**Tuition Reimbursement Form**

Completion of class and requesting reimbursement for MLIS course as awarded May 31.

Date 5/3/2023

Name \_\_\_\_\_

MLIS Certification Course – A limit of three (3) credit hours per semester will be reimbursed.

Name of Course: \_\_\_\_\_

- # of credit hours \_
- Grade \_\_\_\_

I understand that by requesting tuition reimbursement for the above course that I agree to the Tuition Reimbursement Award condition -- *“Should I resign or be separated from the library in less than six (6) months after completion of the course, the amount of reimbursement will be repaid to the Friends of the Brownsburg Public Library.”*

- Submit this signed form
- Submit a copy of the original invoice for the above coursework.
- Submit a copy of the grade listing the course name and employee name.

Submit the above to the Director. Upon approval by the Director, the Tuition Reimbursement Claim will be paid by the Friends of the Brownsburg Public Library.

Requesting Individual \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_