



HUMAN RESOURCES

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5486
desplainesil.gov

STEP 2: TUITION REIMBURSEMENT COURSE UPDATE FORM
FOR THOSE SEEKING DEGREES ONLY

Employee Information

Form with fields: First Name, Middle Initial, Last Name, Date, Department, Position Title, Contact Phone, Contact Email

Degree Program Information

Form with fields: School, Degree Program, Please list all course in which you plan to enroll in the upcoming term, Term Start Date, Course 1, Course 2, FIRE ONLY - Courses covered by the Foreign Fire Insurance Board, Course 3, Course 4, Total Tuition for the City's Program, FIRE ONLY - Total Tuition, books, and fees covered by the FFIB

Reminder: You will need to provide a paid receipt from the named institution verifying tuition payment and an official grade report or transcript indicating a satisfactory grade of C or better to receive reimbursement after every term to receive reimbursement. Fire Only: For FFIB reimbursement, you will need to provide a paid receipt from the named institution verifying tuition payment, books, and fees after every term to receive reimbursement. If you seek reimbursement for both the City and FFIB, you need only complete one form.

HUMAN RESOURCES SECTION

Form with fields: Date Received, Comments, Human Resources Director Signature, Date

FOREIGN FIRE INSURANCE BOARD SECTION (FIRE ONLY)

Date Received:

Comments:

FFIB Representative Signature:

Date: