



Human Resources

1420 Miner Street, Des Plaines, IL 60016

P: 847.391.5486 | W: desplainesil.gov

**Step 3: Tuition Reimbursement Repayment for Foreign Fire Board Reimbursement**

The City of Des Plaines Foreign Fire Insurance Board agrees to provide \_\_\_\_\_ (full name) with \$\_\_\_\_\_ (amount total from table below) in Reimbursement Funds pursuant to the terms in the Foreign Fire Board Reimbursement Policy.

1. Please include proof of payment\*, proof of course completion (including grades), and list of financial assistance (including scholarships and grants) received for tuition purposed. If this completes your program, please submit a copy of your diploma and final transcripts. **\*Note:** books fees and other educational expenses paid for by the FFIB are eligible for reimbursement.

Cost Per Course:	Total Courses:	All other approved expenses:	Total Reimbursement Requested:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
FFIB Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
Date