



# TUITION ASSISTANCE

In today's workplace, those who continue to add new skills and pursue learning opportunities are moving ahead.

**City of Plano**

## **Tuition Assistance Program**

(See *Policy 208* for further details and guidelines of the program.)

The **City of Plano** is offering tuition only assistance to full-time employees to help reduce the educational expense of a degree plan when it meets one or more of the following criteria:

- Career development related to City functions
- In preparation for a promotion within the City
- Relates to current job duties
- Provides new knowledge and skill to enhance job performance



Must be a full-time employee and completed the probationary period.

For qualifying courses to be completed between Oct. 1, 2018 and Sept. 30, 2019:

- Up to \$3,000 annually (cannot exceed actual course cost)
- Requires a school approved degree plan
- Tuition Assistance will be given until the budgeted funds are exhausted

To be eligible, submit the following electronically to [Teresae@plano.gov](mailto:Teresae@plano.gov)

1. Your Annual Request for Tuition Assistance Funds form with your signature and your department director's signature.
2. Your degree plan.

**\*\*Deadline: 5 p.m. on May 18, 2018\*\***

Incomplete forms will be returned for completion.



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