



30 Orville Drive – Suite A – Bohemia, New York 11716 – (631) 589-8400

INSTRUCTIONS FOR APPLYING FOR TUITION REIMBURSEMENT

1. Please read the enclosed Rules and Regulations carefully. Paragraph IV outlines the eligibility requirements for participation in the program. Eligible employees may be approved for a maximum of 20 credits during the calendar year.
2. Please fill out the information requested on both sides of the application completely, being sure to include the cost of tuition for each course listed. Photocopy of application is **not** acceptable. Also, kindly attach a course description to your completed application. If you would like to have your application evaluated based upon how your course of study, degree or certificate program is related to your current job title, you must submit proof from the education institution that you have matriculated into a specific course of study. If you have not matriculated into a program of study, or you do not provide adequate proof thereof, each course will be evaluated for reimbursement based upon its relatedness to your present position.
3. The Suffolk County Association of Municipal Employees, Inc. will send you notice of whether or not your application was approved. Applications **must** be received by the Suffolk County Association of Municipal Employees, Inc. before the announced starting date of the course(s). **LATE APPLICATIONS WILL NOT BE APPROVED.**
4. When you register for classes, save your bursar's receipt. You will have to submit it as proof of payment at the end of the semester to be reimbursed for your classes, if your application is approved.
5. If you have any questions about the Tuition Reimbursement Program, call the AME office at 631-589-8400.