TOLEDO FIRE & RESCUE DEPARTMENT

B-75 Educational Reimbursement

Non-Emergency Manual

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Purpose

To explain the educational reimbursement program.

Policy/Procedure

1. To be considered for educational reimbursement, the member must submit a “Request for Approval” to the Administrative Specialist **prior** to enrolling. The Director will then decide to either approve or disapprove the request.

2. The member will be sent a letter, informing him/her of the Director’s decision. If approved, a “Refund Certification” will be sent along with the letter.

3. The member is responsible for initial payment to the college or university.

4. After completion of the course, the member shall send the “Refund Certification” form along with a copy of their grade and the original receipt of payment to the Administrative Specialist. A refund check will be available at the HQ for pick up once processed.

5. Reimbursement shall only be granted for accredited courses that are degree required, and/or job related. The maximum number of credit hours to be reimbursed is defined in the bargaining agreements of Toledo Firefighters Local 92 and Toledo Fire Chiefs L3382 with the City of Toledo.

6. Only tuition and general fees are reimbursable.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b75

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