



## Education Assistance Policy

Revised October 2023

Full-time employees who have completed initial probation may be reimbursed for personal education expenses up to \$500.00 per fiscal year, subject to funding availability. The coursework must be approved in advance of enrollment, take place during non-working hours, and intended to enhance the employee's skills for his or her current position or to prepare for another appropriate position within the Town of North Topsail Beach.

Evidence of prior payment and satisfactory completion of courses from the educational organization will be required for reimbursement. Eligible expenses include tuition, registration, digital and print manuals or textbooks, laboratory and other student fees. The reimbursement is not taxable to the employee.

The below authorization form should be submitted to the town manager up to 60 days before the coursework begins and reimbursement can be requested up to 60 days after it ends. This policy does not apply to staff development workshops and classes attended during the regular work day and paid for by the town directly from budgeted departmental funds.

Employees who voluntarily resign their positions with the Town of North Topsail Beach within six months of receiving an educational assistance reimbursement will be required to pay it back to the town in full.

### Authorization Prior to Enrollment:

Employee name: \_\_\_\_\_ Request date: \_\_\_\_\_

Coursework title: \_\_\_\_\_

Educational organization: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Intended purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee signature

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act, NC GS 159-28 (1):

\_\_\_\_\_  
Town manager signature

\_\_\_\_\_  
Finance officer certification

### Reimbursement After Coursework Completion:

Coursework completion date: \_\_\_\_\_ Request date: \_\_\_\_\_

Tuition: \_\_\_\_\_ Books: \_\_\_\_\_ Fees: \_\_\_\_\_

Total reimbursement requested (receipts and completion notice attached): \_\_\_\_\_

Payment amount: \_\_\_\_\_ Payment date: \_\_\_\_\_