

CITY OF SHEBOYGAN

Degree Program Pre-Approval Form

This form must be completed and approved by all three signatories BEFORE the employee enrolls in the degree program. Coursework begun without prior approval is not eligible for tuition reimbursement. See the Tuition Reimbursement Policy for complete requirements.

Section 1 — Employee Information

Employee Name		Employee ID	
Department		Job Title	
Employment Status		Hire Date	
Full-Time ☐ Part-Time ☐		Supervisor	

Section 2 — Proposed Degree Program

Institution Name			
Accreditation Status			
Degree Sought (e.g. A.A., B.S., M.P.A.)			
Major / Field of Study			
Anticipated Start Term		Anticipated Completion Date	
Estimated Total Program Cost		Estimated Cost This Cal. Year	
Enrollment Status		Est. Credits This Term	

Section 3 — Job Relatedness Justification

Explain how this degree program relates to the employee's current position and/or a reasonably anticipated future role with the City. Attach additional pages if needed.

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Section 4 — Approvals

The undersigned confirm that the proposed degree program has been reviewed and, if approved, qualifies for tuition reimbursement subject to the Tuition Reimbursement Policy, including its annual \$5,000 cap, minimum grade requirements, and repayment/service obligation.

Approver	Signature	Date	Approve / Deny
Department Head			
Human Resources Director			
City Administrator			

Section 5 — Comments / Conditions of Approval

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A copy of this approved form must be attached to each Tuition Reimbursement Request Form submitted for coursework under this degree program.