



CITY OF OXNARD
TUITION REIMBURSEMENT APPLICATION
(OPOA)

MUST BE APPROVED BEFORE CLASS REGISTRATION

NAME _____ DATE _____

POLICE DEPARTMENT _____ POSITION _____

COURSE AND TITLE NO. _____

SCHOOL _____ DATE STARTS _____ ENDS _____

APPROXIMATE COST OF TUITION/BOOKS: _____

BRIEF DESCRIPTION OF CONTENT:

How will this course benefit the City and your work with the City?

What is your educational objective?

I have read and understand the tuition reimbursement policy.

Employee Signature _____ Date _____

Chief of Police Signature _____ Date _____

Human Resources Department Use Only:

Employee is Approved/Denied for tuition reimbursement of 50 percent of total up to \$600 if pursuing a Master's Degree or 50 percent up to \$250 if pursuing other degrees upon submission of proof of payment.

Human Resources Director _____

Date _____

Distribute copies to:

- 1. Personnel File
2. Chief of Police
3. Employee

FY Reimbursement Total \$ _____