

MONROE COUNTY SHERIFF'S OFFICE

TUITION REIMBURSEMENT ADDENDUM

I, _____, have been approved and am requesting reimbursement for the below expenses as originally approved on the date of _____ by the Director of my Division, the Director of Training as well as the Director of Finance.

I'm enrolled in the _____ program at the accredited college or university of _____ to obtain a _____ degree to further my career with MCSO.

Attached, please find the following required documentation for the requested reimbursement:

- Official Record of Grade Earned
- Receipt for Tuition Paid
- Copy of the Approval to Enroll in Program (must be signed by the Division Director, Director of Training and the Director of Finance.)
- Copy of Grants or other funding sources received. By signing below, you authorize MCSO to obtain grant and or other financial information directly from your college or university.

- Total Cost of Tuition \$ _____
- Less Total Grant(s) Received (Pell, etc.) \$ _____
- Less Total Scholarships Received \$ _____
- Total Tuition Paid out of YOUR Pocket \$ _____

I am requesting reimbursement from the Monroe County Sheriff's Office for College Tuition Reimbursement in the amount of \$ _____.

I hereby certify that all the information contained herein is true, correct and according to written policy (Chapter 56 of General Operating Manual).

Member's Signature Date

Division Director Date

By my signature I am aware that if any of the above information is false, I am liable for criminal prosecution for theft.