



## FAS Local 76 – Fire Suppression Unit Education Reimbursement Application

Education reimbursement applications are accepted, reviewed, and approved in accordance with the current Local 76 Collective Bargaining Agreement (CBA). The reimbursement limit is \$7,500 per employee per fiscal year (July 1 to June 30). Applications are accepted on a rolling basis throughout the calendar year, and approved in the order received, until appropriated funding is exhausted. Please submit applications to [hadmin@somervillema.gov](mailto:hadmin@somervillema.gov) or to the Human Resources Department.

### Completed by Employee

Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

Reimbursement Amount Requested: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Completed by Human Resources

Vendor #: \_\_\_\_\_

Documentation: ☐ Academic Transcript ☐ Bank/Credit Card Statement

Documentation Approved for Reimbursement: ☐ Yes ☐ No

\_\_\_\_\_  
Human Resources Director or Designee Signature

\_\_\_\_\_  
Date