

**City of Venice**  
**Tuition Reimbursement Agreement**

I agree to the following stipulations concerning payment of tuition, fees, books, travel and/or per diem by the City of Venice for training/coursework associated with professional requirements directly related to my position with the City of Venice.

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Name and Date of Training/Course

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School or Program Name, Location of Training/Course

This training/coursework has been approved in advance by the director of my department. I understand that:

- A. I must pass the course with a "C" average or better, if grades are given, or obtain the certification/licensure for which the course was intended, or pay the City for any money expended.
  
- B. I will work at least one year for the City of Venice after completion of the above named course. I further understand the cost for tuition, fees, books, travel and/or per diem paid by the City will be considered as a loan if I do not work for the City for at least one year and I will be required to pay back to the City any money expended. I am authorizing the City of Venice to deduct reimbursement from my final paycheck.

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Signature of Employee

Date

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Printed Name of Employee

**APPROVED:**

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Department Director

Date

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Director of Administrative Services

Date

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City Manager

Date

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This course was/was not completed meeting the criteria for reimbursement.

\_\_\_\_\_ Initials

Original:      Personnel File  
cc:              Employee