TO: Mary Pepe  
   Director of Human Resources  

FROM: __________________________  
   (Employee Name)  

DATE: __________________________  

In order to advance my knowledge and proficiency in my current position as  
________________________________ in the Town of Greenwich, I have  
enrolled as a Matriculated ___________________ Special _________________  
student at ________________________________________________________.  

The curriculum followed will ___________ will not ____________ lead to a  
degree in __________________. The course(s) to be  
taken on _______________, starting at ______________ P.M. and ending  
at _________________ P.M. during the semester from _______________  
to ______________, are as follows:  

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Tuition Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
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</tbody>
</table>

I am requesting reimbursement of tuition and registration fees at 50%, as outlined in  
Section 802 of the Personnel Policy Manual, in the amount of $ ___________ for the  
above listed course(s) which are directly job-related or follow a job-related curriculum. It  
is understood that books and travel are not reimbursable. It is also understood that  
reimbursement will be made after a copy of the paid invoice for tuition and fees and an  
official copy of the final passing grade for each course has been submitted to the  
Department Head and the Director of Human Resources. I have read, understand and  
agree to all of the provisions outlined in Section 802 of the Human Resources Policy and  

_____________________________   ___________________________  
   (Employee’s Name)             (Employee’s Signature)  

Endorsement:  
This request has been approved  
Has not been approved  

________________________________  ___________________________  
   (Department Head)       Director of Human Resources