

OFFICE OF THE CHIEF OF POLICE

NOTICE
14.5

August 26, 2020

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: COLLEGE TUITION REIMBURSEMENT REQUEST – REVISED

The College Tuition Reimbursement Request has been revised to reflect the following changes:

- “Gender” section has been removed;
- “Ethnic Group/Race” section has been removed;
- “Type of Program” section has been removed;
- “Employee’s Commanding Officer’s Recommendation” section has been removed;
- “Reason Denied” section has been removed;
- “Approved Amount” and “Initials” sections have been added;
- “I hereby declare that I have read and understand the Los Angeles Police Department’s College Tuition Reimbursement Program guidelines” has been revised to read, “Signatures below certify that the courses are in the best interest of the Department and City, and that I have read and understand the Los Angeles Police Department’s College Tuition Reimbursement Program Guidelines.”

The College Tuition Reimbursement Request is attached for immediate use and duplication and is now available in E-Forms located on the Department’s Local Area Network.

Any questions regarding this Notice may be directed to Training Division, at (213) 486-0798.



MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION “D”

Los Angeles Police Department
COLLEGE TUITION REIMBURSEMENT REQUEST
Phone: (213) 486-0798

Name (Last, First): _____ Serial Number: _____
Civil Service Classification: _____ Daytime Phone: _____
Bureau: _____ Division: _____
Name of University / College: _____
Semester/Quarter/Year: _____ Begin Date (mm/dd/yy): _____ End Date (mm/dd/yy): _____

Identify Educational Goals:

Undergraduate Degree Objective: AA AS BA BS Other (List): _____

Undergraduate Major (must list): _____

Graduate Degree Objective: Ed.D. JD MA MBA MPA MS Ph.D. Other (List): _____

If Degree Objective is "Other" list how class(es) will benefit you and the City of Los Angeles: _____

Certificate Program: _____ List Name of Certificate: _____

List how this Certificate benefits you and the City of Los Angeles: _____

Course Number	Course Title	Units	Tuition (itemize)	Registration	Lab (No Books or Parking)
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
Totals:			\$	\$	\$

Will you apply and be receiving reimbursements by scholarships, grant, Los Angeles Police Protective League or veteran's benefits, etc.? Yes No

If Yes, please identify the source of money: _____

If Yes, please identify the amount of money: \$ _____

(Note: Applicants receiving financial aid may only request funds from the Department's College Tuition Reimbursement Program to offset tuition expenses not covered by their grants, scholarships or educational veteran's benefits, etc.)

Signatures below certify that the courses are in the best interest of the Department and City, and that I have read and understand the Los Angeles Police Department's College Tuition Reimbursement Program Guidelines:

Submit ORIGINAL (no copies) request **BEFORE CLASS BEGINS** to Peace Officer Standards and Training (POST) Liaison Unit - Mail Stop 400. Police Administration Building - 6th Floor - Room 650. **Official school report with Grades (B or better for Graduate classes and C or better for Undergraduate classes) or statement of satisfactory completion or certificate of completion when no letter grade is given and Proof of Payment are due within 45 Days After Class Ends** (photocopies or scanned and e-mailed copies are acceptable).
FAILURE TO SUBMIT ALL DOCUMENTS WITHIN THE REQUIRED TIME FRAME MAY RESULT IN DENIAL OF REIMBURSEMENT FUNDS.

Employee's Signature: _____ Date: _____

Employee's Commanding Officer's Signature: _____ Date: _____

For Training Division Use Only:

Training Division's Recommendation: Approved Denied _____

Authorized Signature: _____ Date: _____

Commanding Officer, Training Division

Approved Amount: _____ Initials: _____