



January 26, 2017

**TO:** Bradley Kendrick  
Council

**FROM:** Human Resources  
N4-700

**BEN MCADAMS**  
Salt Lake County Mayor

**Sarah Brenna**  
Administrative Services  
Department Director

**HUMAN RESOURCES  
DIVISION**

**Mike Ongkiko, SPHR**  
Division Director

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Suite N4-700  
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385 / 468-0570  
385 / 468-0571 fax

TTY: 7-1-1

Brad:

Your application to the Salt Lake County Tuition Reimbursement Program for classes beginning 01/09/2017 has been approved based on the following factors:

- You are eligible to participate in the tuition program
- You are attending an eligible educational institution
- You are enrolling in approved course work
- Your application was received on time (i.e. during the 60 day window allowed which is up to 30 days prior to the beginning or 30 days after the start of the quarter/semester/course for which you are applying).

In order to receive reimbursement you will need to (1) remain an eligible employee, (2) submit a receipt verifying your payment of tuition and mandatory fees **within 30 calendar days of course completion**, and (3) submit a grade report or evidence that you passed with a "C" grade or better **within 30 calendar days of course completion**. CLEP test fees are treated the same as tuition; however, other educational costs, including tests (other than CLEP), activity fees, books and supplies, transportation, and room and board are your responsibility. Please see <http://slco.org/human-resources/employee-university/tuition-reimbursement/> for more details on the program.

**After the required documents are submitted, you will be paid 100% of the eligible tuition cost not to exceed \$5,250 per calendar year.**

Acceptance of these funds indicates your agreement that should you terminate employment from the County you will repay any monies received under the tuition program during the preceding two year period unless your termination is due to a RIF or privatization of your agency or unit. The amount owed to the County in cases of termination will be prorated based upon quarterly increments.

Congratulations on the acceptance of your tuition application. I appreciate your interest in the program and applaud your commitment to professional growth and development. If you have any questions, please call me at 385-468-0576.

Sincerely,

Cynthia Carrington  
Tuition Coordinator