

MILWAUKEE COUNTY DEPARTMENT OF HUMAN RESOURCES TUITION LOAN FUND PROGRAM

FOR WHOM: County employees with appointments to regular full-time positions and who have passed their probationary period may, subject to approval by the Department of Human Resources – Employee Development, receive interest free college tuition loans from \$100 up to \$1,500 per semester. The loans are to be repaid through payroll deductions over a maximum of ten bi-weekly periods. **Tuition loans must be repaid in full before a new loan is secured.**

REQUIREMENTS:

1. Course must be taken on employee's own time.
2. Certain courses will not be approved for tuition loan including, but not limited to, sports, fitness, and recreation classes.
3. Loans will be made for **tuition only** and cannot be applied to books, fees, past balances, etc.
4. Only courses at colleges and vocational schools, as well as certain correspondence courses and workshops related to County work may be approved.
5. Applications will be considered in the order in which they are received and to the extent funds are available. Courses available through in-service training programs will not be approved.
6. **Application forms must be received by the Employee Development Division prior to the class start date.**
7. Tuition Fee Statements **must be submitted** in order for the application to be processed.
8. For complete information, contact the Milwaukee County Department of Human Resources – Employee Development (Room 210, Courthouse) at 278-4337.
9. Applications are available at the following locations:
 - **Department of Human Resources – Courthouse, Room 210**
 - **Mental Health Division – Day Hospital, Room 315**

Milwaukee County **means**
CAREERS

APPLICATION FOR TUITION LOAN
MILWAUKEE COUNTY DEPARTMENT OF HUMAN RESOURCES

Complete a separate application for each course and return the application to the Department of Human Resources – Employee Development Room 210 – Courthouse

1. NAME OF EMPLOYEE	2. HOME ADDRESS	CITY	ZIP CODE	3. DATE
4. POSITION TITLE	5. DEPARTMENT AND DIVISION			6. COUNTY PHONE #
7. A. OFFERED BY (SCHOOL)	7.B. COURSE TITLE	7.C. COURSE #		7.D. # CREDITS OR C.E.U.'S
8. CIRCLE DAYS FOR CLASS S U M T W T H F S A	9.A. CLASS HOURS FROM _____ TO _____ AM PM	9.B. SEMESTER FALL SPRING SUMMER		10. PLEASE CIRCLE ADULT NON-CREDIT UNDERGRADUATE GRADUATE COURSE

Course Tuition Fee

\$ _____

Briefly describe the course:

I hereby request a tuition loan and certify that all course work will be on my **own time**. I agree to repay the entire amount by signing a promissory note prior to receiving said loan.

COURSE DATES:

_____ to _____
BEGINNING COMPLETION

SIGNATURE

FOR DEPARTMENT OF HUMAN RESOURCES USE ONLY

APPROVED	DENIED	TUITION STATEMENT YES NO	DATE
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PLEASE READ THE REVERSE SIDE FOR PROGRAM INFORMATION

COMMENTS: