



## City of Boston & AFSCME Council 93 Tuition Reimbursement

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If you are a City employee and a member in good standing for the previous six (6) months of a participating City of Boston AFSCME local, you may be eligible for tuition reimbursement. As an AFSCME member, you may apply for up to \$2,500 per fiscal year for courses you take to further your education or career growth.

Here's how it works. You enroll in a course (or courses) at an accredited institution. When you complete the course, you furnish proof of payment and a passing grade to AFSCME's Training & Career Ladder Committee. You can then be reimbursed up to \$2,500 of the tuition you paid.

### **How To Apply**

1. Fill out the City of Boston Tuition Reimbursement Request Form (attached). Return it to Mark Bernard, AFSCME Council 93, 8 Beacon Street, Boston, MA 02108, or fax the information to (617) 391-2796. Applications must be received by October 15<sup>th</sup> for the Summer and Fall semesters and May 15<sup>th</sup> for the Winter and Spring semesters.
2. When you have completed the course, send proof of payment and proof of a passing grade to the address above.

Your request will then be processed and a check will be mailed to you. When the funds for the fiscal year are exhausted, no more payments will be made. Requests must be for courses taken in the current fiscal year, between July 1st and June 30th.

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\*If you have any questions regarding the AFSCME tuition reimbursement or any other AFSCME Training & Career Ladder program, please contact your Local Union's President or Staff Representative Mark Bernard at (617) 367-6033 or by e-mail at [mbernard@afscme93.org](mailto:mbernard@afscme93.org)



**AFSCME COUNCIL 93**  
**TRAINING & CAREER LADDER**  
**C/O MARK BERNARD**  
**8 BEACON STREET**  
**BOSTON, MA 02108**  
**PHONE: 617-367-6033**  
**FAX: 617-391-2796**

## **AFSCME TUITION REIMBURSEMENT REQUEST**

City of Boston employees that are members of AFSCME Citywide may apply for up to \$2,500 in tuition reimbursement for courses that they take to further their education or career growth. The tuition reimbursement will be issued when they complete the course and furnish proof of payment and a passing grade to the City's Training and Development Unit.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept/Div: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Social Sec # \_\_\_\_\_

Home Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Your Collective Bargaining Unit (Local): \_\_\_\_\_

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Institution/College: \_\_\_\_\_

Course Title: \_\_\_\_\_ Date of First Class: \_\_\_\_\_

Tuition Cost (do not include fees) \_\_\_\_\_ Date of last Class: \_\_\_\_\_

Course Title: \_\_\_\_\_ Date of First Class: \_\_\_\_\_

Tuition Cost (do not include fees) \_\_\_\_\_ Date of last Class: \_\_\_\_\_

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**Step 1:** Complete this form and send to AFSCME Training & Career Ladder Committee C/O Mark Bernard at 8 Beacon Street, Boston MA 02108. \*Applications must be received by October 15<sup>th</sup> for the Fall semester and May 15<sup>th</sup> for the Winter and Spring semesters.

**Step 2:** As soon as you have the receipt of payment for the course and proof of a passing grade, send those documents to the fore mentioned address. We will process your request for reimbursement at that time. Payment shall be made for courses that are taken from July 1<sup>st</sup> through June 30<sup>th</sup> of each fiscal year.

\*Please note that incomplete applications or applications that are not submitted by the above mentioned due dates, may be denied.

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EMPLOYEE SIGNATURE

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LOCAL PRESIDENT SIGNATURE