

TUITION ENROLLMENT FORM
(Please submit a separate enrollment form for each course)

Name: _____
Employee (PLEASE TYPE OR PRINT)

Date: _____

Note: Enrollment requests received more than 30 days after the course end date will not be considered.

- Qualifications:**
1. Full-time or part-time Classified employee within the Unified Personnel System with one year of service. Exempt employees do not have a service requirement.
 2. Employee may be required to complete a career plan interview if career goals are not clearly stated (Career Development only).
 3. Course work must be taken on employee's own time.
 4. It is recommended that this form be submitted at least ten days prior to start of class to ensure approval before committing funds.

COURSE TITLE _____ Cost _____

(PLEASE ATTACH A COPY OF THE COURSE DESCRIPTION TO THIS FORM)

Name of School: _____ Class/Credit Hours _____

Course Start Date: _____ Course Completion Date _____

Level of Course: Technical A.A. Degree Undergraduate Graduate Other

Career Development (This program may lead to a formal degree or an attainment of skills in preparation for a competitive job application process)

Major Course of Study _____

Please explain how this course will assist in preparing you for a future position in relation to your career goal with the County.

Job Enhancement (This program limits participants to course work directly related to their current job responsibilities)

Please explain how this course will provide skills or information that can be used on your current job.

Employee Number _____ Job Title _____ Department/Division _____

Permanent Hire Date _____ Employee Signature _____ Work Phone No. _____

NOTE: By signing this I affirm that I (1) am a permanent employee, and (2) will attend this course on my own time

APPROVALS: I confirm that this is a full-time permanent employee and that this course will be attended on his/her own time.

Dept/Division Head _____ Date _____

Director of Human Resources _____ Date _____

SUBMIT TO: Human Resources, Organizational & Talent Development, 400 S Ft Harrison Ave, Room 430, Clearwater FL 33756 or scan in pdf format after form is completed and signed then email to learning@pinellascounty.org. Please call 727.464.3796 for more information.