



## MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURES

Tuition Reimbursement		Approved by: Chief Jeffrey R. Stien	
POL # 31	Draft Date: 08-30-12	Revision Date: 7/27/16	Effective Date: 9/24/12, 7/27/16

**PURPOSE:** The purpose of this policy is to outline expectations regarding reimbursement for tuition/books/fees for courses taken by personnel.

**SCOPE:** This policy is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure rests with the Chief of the Department who will be responsible for the results of any deviation.

- A. In order to receive reimbursement for tuition/books/fees, personnel must receive a grade of B or higher for graded courses; a certificate/course completion letter for non-graded courses; or a license.
- B. Personnel must pay for all tuition/books/fees should they ***not*** successfully complete a course. Any practical or written retest will not be paid for by the department.
- C. Detailed receipts including date must be turned in along with an official copy of a transcript, certificate, course completion letter or license prior to any reimbursement of tuition/books/fees.
- D. The Mukwonago Fire Department will reimburse tuition, books and fees if books are returned to MFD for the following courses:
  - a. EMT-Basic    d. FFI    g. Insp I    j. D/O Pumper    m. Adv. Open Water
  - b. AEMT        e. FFII    h. FOI    k. D/O Aerial    n. Dive Rescue 1
  - c. EMT-IV Tech f. Inst I    i. FOII    l. HM Ops
- E. Personnel seeking reimbursement for any other course not listed above must have the course and amount of reimbursement approved by the Fire Chief or designee. Submit Training Request form to the Fire Chief or designee prior to registering for the course.
- F. If a member leaves the department prior to two years of active service, due to voluntary resignation or termination, after successful completion and certification then the member will reimburse the department on a prorated length of service for all EMS and Dive courses. (Ex. Member has 60 days of service out of the 730 days= 0.08 x \$600 costs= \$48.00. \$600-48=\$552.00 member to repay to FD)