



GOODHUE COUNTY

APPLICATION FOR TUITION REIMBURSEMENT

(completed by employee)

This application must be filed with your Department Head prior to the start of the class.

Name

Hannah Carlson

Department

Information Technology

Job Title

IT Technical Support Supervisor

Course Title

IT Operations

School

UW - Lacrosse

Course begins

9/2/25

ends

12/12/25

Tuition Cost \$

2550

Explain nature or content of course:

This course explores best practices and techniques for managing IT infrastructure and operational environments in support of the organization's strategic goals in the development and deployment of applications and services. Coverage includes network infrastructure; servers and devices; computer operations; service management; facilities; help desk services; DevOps; process automation; governance frameworks

This application is submitted for approval of tuition reimbursement for the above in accordance with the provisions and conditions of the Tuition Reimbursement Policy. My enrollment in this course is voluntary and I understand that my time spent taking the course will not be considered as time worked for Goodhue County. I understand the required vesting period as stated in the Tuition Reimbursement Policy and elect to reimburse the County if the vesting period requirement is not met.

Employee Signature: *Hannah Carlson*

DEPARTMENT HEAD/SUPERVISOR APPROVAL

I believe this course ☒ Will ☐ Will not benefit this employee in his/her present capacity.

Department Head Signature:

A handwritten signature in black ink, appearing to read "John Smith".

Date

07/28/2025

NOTICE OF COMPLETION AND APPLICATION FOR REFUND

The employee named on this application has satisfactorily (received a "C" grade or higher) completed the course described in this application. The completed records of completion and the receipt of payment are attached.

Please refund employee \$

in accordance with the provisions of the Tuition Reimbursement Program.

Department Head Signature:

Date