



# Learn to Swim Reimbursement

Please Type or Print Information

Questions: Email [mmwalldorff@dekalbcountyga.gov](mailto:mmwalldorff@dekalbcountyga.gov)

**This form is for employees who have learned to swim or are taking swim classes towards proficiency in the water. This is NOT for lap swimming-use Fitness Reimbursement for lap swimming. Verification is required.**

## Employee Information:

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

Employee ID#: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_

Facility for Lessons \_\_\_\_\_

Type of Class(what level) \_\_\_\_\_ Cost(Proof of Payment is required) \_\_\_\_\_

Dates of Classes \_\_\_\_\_

- 1. REGISTER FOR A SWIM CLASS:** Register on your own at a swim school of your choice. For instance, Gwinnett and/or Rockdale may have adult swim lessons. Pick a location and time that works for you!!
- 2. PROOF OF PAYMENT:** Keep proof of payment.
- 3. ATTENDANCE:** Attend all classes for your session (you'll need to provide attendance verification).
- 4. VERIFICATION:** Certificate of general swimming ability. (Both Dynamo and the Y can provide, but I'm sure others can provide this as well).
- 5. REIMBURSEMENT:** Wellness will provide a Swim Lesson Reimbursement for \$25 - \$75. The amount will be calculated by total cost of swim lessons divided by 2 (50%) with the minimum reimbursement being \$25 and the maximum being \$75. FYI-reimbursements are taxed as income.

## Documentation Needed for Reimbursement:

1. Reimbursement Request Form (this form).
2. Proof of Payment.
3. Proof of Attendance.
4. Statement/Certificate of Attendance and course completion.