



## TUITION REIMBURSEMENT REQUEST FORM

EMPLOYEE: *Employee must receive approval from manager **BEFORE** course has started and should submit form to Human Resources **AFTER** grades have been received.*

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Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Name: \_\_\_\_\_ Budget Code: \_\_\_\_\_

School: \_\_\_\_\_ Current Position: \_\_\_\_\_

Semester: \_\_\_\_\_ Degree Program: \_\_\_\_\_

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COURSE #	COURSE TITLE	FINAL GRADE	COST	Reimbursable (100% - A) (90% - B)	TOTAL
		COURSE TOTALS			
		BOOK FEES			
		MISC FEES			
				<b>TOTAL REIMBURSABLE</b>	

<b>Year-to-Date</b>					
Semester	Spring	Summer	Fall	Winter	Total (Max. \$10,000 per year)
Cost					

3

**Manager's Approval** \_\_\_\_\_ Date: \_\_\_\_\_

**Department VP Approval** \_\_\_\_\_ Date: \_\_\_\_\_

**Committee Approval** \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources Approval** \_\_\_\_\_ Date: \_\_\_\_\_

**(9 Box/Overall Rating)** \_\_\_\_\_

Note: Refer to the Tuition Reimbursement Policy updated on 11/1/2017 for procedures and specific details concerning eligibility and grade requirements.