



## UNDERGRAD 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
<b>COURSE TOTALS</b>					
<b>BOOK FEES</b>					
<b>MISC FEES</b>					
<b>TOTAL REIMBURSABLE</b>					

<b>Year-to-Date</b>					
Semester	Spring	Summer	Fall	Winter	Total (Max. \$5,250)
<b>Cost</b>					

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

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

**Note:** Refer to the Tuition Reimbursement Policy updated on 8/8/2024 for procedures and specific details concerning eligibility and grade requirements.