



## REQUEST FOR TUITION REIMBURSEMENT

Complete and forward this form to the Office of Human Resources by August 15 for Fall semester, January 15 for Spring semester, or May 15 for Summer semester (or mini-semester) with an official Statement of Charges.

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Employee Name	Colleague ID	Employment Category
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Institution offering course(s)	Academic Term and Year
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Anticipated program completion date	Degree sought	Total program hours	Hours completed
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On a semester-by-semester basis, the College will reimburse an eligible employee up to 50% of tuition and fee costs to all eligible applicants, or if the budget does not permit, based on the number of applicants, weighted by the number of courses.

### Coursework

Course Number	Course Title	Semester Hours	\$ Tuition Cost

I understand that I will forfeit my tuition reimbursement if I do not receive the required grade point average or higher for each course, or if I terminate employment or am terminated before completion (grade distribution) of the course(s).

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Employee Signature	Date
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#### This section to be completed by Human Resources

Recommend request be approved:	YES	NO	Approval of Recommendation
HR Representative Signature	Date	Chief Human Resources Officer Signature	Date

#### POST COMPLETION OF COURSE(S) - REIMBURSEMENT AUTHORIZATION

The above employee completed the course(s) listed above, maintained the required GPA for the course(s) and is entitled to receive tuition reimbursement in the amount of:	Amount	Chief Human Resources Officer Signature	Date
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