

**REQUEST FOR TUITION REIMBURSEMENT**

*Complete and forward this form to the Human Resources Development Manager*

<i>Employee name</i>		<i>Colleague ID (Not SSN)</i>	<input type="checkbox"/> Administrator <input type="checkbox"/> Professional / Managerial <input type="checkbox"/> Classified
<i>Institution offering course</i>		<i>Academic Term and year</i>	<i>Reimbursement amount</i>
<i>Program completion date</i>	<i>Degree sought</i>	<i>Total program hours</i>	<i>Hours completed</i>

*For work-relevant courses not taken in pursuit of academic degree, please describe:*

**Anticipated course work**

Course Number	Course Title	Semester Hours	\$ Amount

**Statement of Education Benefit to College**

I understand that I will forfeit my tuition reimbursement if I do not receive the required grade point average or higher for each course, of if I terminate employment or am terminated before completion (grade distribution) or the course(s).	<i>Employee Signature</i>	<i>Date</i>
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*Do not write below this line*

**ACTION BY HUMAN RESOURCES**

Recommend request be <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Approved		
<i>HR Development Manager Signature</i>	<i>Date</i>	<i>HR Director Signature</i>	<i>Date</i>

**REIMBURSEMENT AUTHORIZATION**

The above employee completed the course(s) listed above, maintained the required GPA for the course and is entitled to receive tuition reimbursement in the amount of: _____▶	<i>Amount</i>	<i>HR Development Manager Signature</i>	<i>Date</i>
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