{insert business logo here}

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| **{Insert business name here}**  **Tuition Reimbursement Request Form** | |
| **Employee Name:** | Date: |
| **Department:** | Job Title: |
| **Name of School:** | Proposed Course is (check all that apply):  Undergraduate Course/Credit  Graduate Course/Credit |
| **Course Title Course Number**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Credit Hours Tuition & Fees  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Course Dates**  **From: To:** | Are Course(s) for Credit Leading to a Degree?  Yes No |
| **Name of Diploma/Degree:** | Major Field of Study: |
| **ATTACH supporting documentation addressing the following questions and any other comments:**  **1. How does the proposed course of study relate to your job assignment/position duties?**  **2. How will the course-provided knowledge/techniques improve your performance and be useful for your position?**  **3. If the course meets during your normal work hours how will your work schedule be adapted?** | |
| **I have read and understand the Tuition Reimbursement Policy and agree to the terms of the policy.**  **Employee Signature: Date:** | |
| **REVIEW AND SIGNATURES:**   * **Employee Supervisor will review, sign off and forward to Human Resources, even if NOT approved.** * **If approved Administration will send copy to employee. Human Resources will also e-mail notice of approval to the employee and employee’s supervisor.** * **If NOT approved Human Resources will inform both parties of the decision.** | |
| **Human Resources Signature: Date:**  **Approved Denied If denied, state reason:** | |
| **Office Use Only:**  **Required signatures**  **Copy of tuition bill**  **Copy of class schedule**  **Course justification**  **Reimbursement made to employee** |  |