



EDUCATION REIMBURSEMENT REQUEST

This form is to be used for requesting tuition reimbursement. Before enrolling in a class, employee must get approval from their Director for reimbursement and the course must give a final grade. The top portion of this form is to be used for that purpose. Once class has been completed with a passing grade of "C" or better, employee must attach ending course grades to this form and have their Director complete and sign the check request portion. Reimbursement is for 75% of the cost of fees only and will be paid through the Finance Department. The maximum reimbursement is \$1,000/year.

Name: _____ Department #: _____

Course Name: _____ Course Dates: _____

College/School: _____ City: _____

(Course description must be attached)

Approved: _____ Not approved: _____

Director's Signature: _____ Date: _____

Benefits Manager Signature: _____ Date: _____

Check Requested By: _____ Dept: # _____

Course Grade attached: yes _____ no _____

Check Made Payable to: _____

Dollar amount: _____ (75% of total tuition cost, up to \$1,000)

Mail to: _____

Director's Approval: _____ Approval Date: _____

Employee must make and provide copies to:

Copy 1: Benefits Manager Copy 2: Finance Department Copy 3: Self (Employee)