

TUITION REIMBURSEMENT



1. COURSE INFORMATION Please include enrollment form & receipt.

School Name		Employee Name		Office Phone	Employee No.	
School Location		Position Title		Company		
Course Title(s)		Day(s) Class Meets	Hours (From-To)	Credits	Tuition Amount	Grade
Period of Academic Instruction (e.g. Semester, Quarter, etc.)		Starts	Ends	REGISTRATION FEE		
Type of Degree	Major		BOOKS (50% OF COST)			
				LABORATORY FEE		
Estimated Year Degree to be Completed				TOTAL	\$	

2. ADVANCE REQUEST

<p>Advance Desired? <input type="checkbox"/> Yes <input type="checkbox"/> No In the amount of \$ _____ which is _____ % (75% max.) of above total.</p> <p>I request the above advance. I understand that I am liable to the company for this money until I have cleared the obligation by submission of the required documentation, and that I may not request an additional advance until this has been cleared.</p> <p>I understand I must be employed by the company on the course completion date and remain in employment for one year beyond the course completion date. If I terminate my employment before completing this year of employment, I must repay the full amount of tuition reimbursement to the company.</p>	<p>Employee Signature _____ Date _____</p> <p>Approval - Supervisor _____ Date _____</p> <p>Approval - Human Resources _____ Date _____</p>
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3. FINAL REQUEST

Attach grade report and receipts and fill-in Grade area above.		Employee Signature	Date
Total Amount Paid (Tuition, Books, Registration & Lab Fees)		Accounting Use Only	Approval - Supervisor _____ Date _____
Less Tuition Advance			Approval - Human Resources _____ Date _____
TOTAL DUE EMPLOYEE			