

REQUEST FOR TUITION REIMBURSEMENT

In order to request reimbursement for tuition expenses, complete this form and submit it to your Department Head/Supervisor for approval and submission to the Finance Department.

Employee Name: _____

Course(s) Taken: _____

Educational Institution: _____

Date Completed: _____

Cost: _____

Please attach the following documentation to this form:

- Course syllabus or other material to demonstrate relevancy to job description
- Tuition bill or proof of tuition cost
- Grade Report

Employee Signature

Date

DO NOT WRITE BELOW THIS LINE

Verification by Department Head/Supervisor:

Required documentation attached: Yes _____ No _____

Reimbursement amount approved: \$ _____ (to be distributed in accordance with Tuition Reimbursement Policy)

Department Head/Supervisor Name: _____
(Please Print)

Department Head/Supervisor Signature

Date

Employee should retain a copy of this form for his/her records.