



**STAFF TUITION REIMBURSEMENT APPLICATION**

**Employee Information**

|   |                                     |             |      |
|---|-------------------------------------|-------------|------|
| Name:                                   |                                     | Position:   |      |
| Full Time:<br><input type="checkbox"/>  | Part Time: <input type="checkbox"/> | Department: | Ext: |
| Schedule: _____ Hrs/Wk      _____ Mo/Yr |                                     | Supervisor: |      |

**Course/School Information**

|  |                       |               |  |
|--|-----------------------|---------------|--|
| School Attending:  |                       | Course Title: |  |
| Dates: From _____ To _____   |                       |               |  |
| Degree Program: Yes <input type="checkbox"/> No <input type="checkbox"/> | Major:                | Minor:        |  |
| If Yes: BA/BS <input type="checkbox"/> Other <input type="checkbox"/>    | Course Cost: \$ _____ |               |  |

Brief Course Description:  
 \_\_\_\_\_  
 \_\_\_\_\_

How will the course content be of benefit to the College and you?  
 Increase skill and knowledge       Maintain skill and knowledge       Other, explain below

Are you eligible for other educational benefits: Yes  No   
 If yes, amount of aid less books: \$ \_\_\_\_\_

**I understand reimbursement is conditional upon satisfactory course completion.**

\_\_\_\_\_      \_\_\_\_\_  
 Date      Signature

**Application must be signed by Department Head or Chair before sending to HR, see below.**

**APPROVAL**

\_\_\_\_\_      \_\_\_\_\_      Approved       Disapproved   
**Date      Department Head or Chair**

**REIMBURSEMENT APPROVAL**

|   |   |
|---|---|
| Notice of successful completion attached: | Amount of Reimbursement: \$               |
| Dept. Account: \$                         | Lang Fund (Acct. #26002-5125-6612-41): \$ |
| <b>Pay to the order of:</b>               | Department:                               |
| <i>Human Resources Department:</i>        | <i>Date:</i>                              |

**TUITION REIMBURSEMENT IS PROCESSED THROUGH THE PAYROLL DEPARTMENT AND WILL BE INCLUDED IN YOUR NEXT PAYROLL CHECK AFTER RECEIPT OF COURSE COMPLETION MATERIALS (tuition bill/final grade).**