



TUITION REIMBURSEMENT FORM
For Benefit Eligible Employees

One form can be completed for multiple classes taken during the same semester

Part I (to be completed by Applicant. Please PRINT clearly). Employees must submit forms prior to the start of their class or they may be ineligible for reimbursement.

Name & Title:	ID#	Date:
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Course Title:	Begin Date:	End Date:	Job Related	Degree Related
Example: Spanish 101	1/1/2021	5/11/2021	X	

Name of School:	Type of Degree/ Certification:
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IMPORTANT: Courses which are directly related to improving performance on employee's current job are tax exempt. If a course prepares the employee for an advanced degree or alternate position, it will be reimbursed as taxable income.

Part II (to be completed by Human Resources)

_____ Your tuition reimbursement request has been approved subject to submission of original receipts for tuition payments, books and final grade.

_____ Your tuition reimbursement request has been denied because of the following reason(s):

	No funds remaining for fiscal year
	Employee already met reimbursement amount (\$750.00) for the fiscal year
	Class not eligible for reimbursement
	Employee did not submit prior to the start of their class
	Other (please explain):

Human Resources Rep:	Date:
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