

Administrative Employee Tuition Reimbursement Form



SECTION 1 - Program or Coursework Approval

Employee Name: _____ Employed at College 12+ months Yes ___ No___

Job Title: _____

Name of Accredited University or College: _____

Enrolled Program: Doctoral ___ Graduate ___ Undergraduate___ Coursework only ___

Program of Study and Program Website Address: _____
(or attached documentation): Yes ___ No ___

List eligible course name(s) that will be completed within the current fiscal year.

Explain how the program/coursework is related to your current job responsibilities or future job responsibilities that Administration has determined are necessary to support the College.

Employee Signature: _____ Date: _____

Approval:
Supervisor: _____ Date: _____

Cabinet Member: _____ Date: _____

CFO: _____ Date: _____

SECTION 2 - Reimbursement Request*

Course Name(s): _____ Number of credits (total): _____

Total tuition cost for the course(s) \$ _____

Attached: Tuition Invoice: Yes ___ No ___ Unofficial transcript (B or higher): Yes ___ No ___
(Tuition invoice and unofficial transcript must be received prior to any disbursement.)

Employee Signature: _____

Date Supporting Documents were Submitted: _____

SECTION 3 - Finance Office Review

Course completion date: _____

Verified: Tuition Invoice _____ Unofficial transcript (B grade or higher) _____

Chief Financial Officer: _____ Date: _____

*Reimbursements of up to 50% of tuition may be requested for either eligible coursework, however, reimbursements will be dispersed according to demand and budgetary constraints. See Administrative Employee Tuition Reimbursement Program Policy # EXEC-1013-2022 for details.