



REQUEST FOR APPROVAL OF DEGREE PROGRAM EMPLOYEE TUITION REIMBURSEMENT PROGRAM

- ALL REQUESTS FOR TUITION REIMBURSEMENT MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT TO OBTAIN APPROVAL IN ADVANCE OF ATTENDING THE COURSES.
- Fill in all requested information in the boxes provided.
- Print form and submit with required documentation to Human Resources for approval.

EMPLOYEE NAME:		ID #:	
JOB TITLE:			
DEPARTMENT:			
WORK SCHEDULE:	DAYS:		HOURS:
DEGREE PROGRAM?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, specify (i.e. Bachelors, Masters, etc)
ANTICIPATED GRADUATION DATE:			
DEGREE PROGRAM TITLE:			
PLEASE ATTACH A DESCRIPTION OF THE PROGRAM OR A DEGREE PROGRAM SUMMARY PROVIDED BY THE EDUCATIONAL INSTITUTION. THIS NEEDS TO INCLUDE BREAKDOWN OF THE TOTAL NUMBER OF CLASSES, AS WELL AS A DESCRIPTION OF THE CLASSES.			
EDUCATIONAL INSTITUTION:			
LOCATION:			
PROGRAM BEGIN DATE:		PROGRAM END DATE:	
COST OF PROGRAM:			
ESTIMATES COST OF BOOKS & MISC. FEES:			
THIS DEGREE PROGRAM RELATES TO MY JOB IN THE FOLLOWING WAY(S). (Please describe in the space provided below.)			
<i>I understand and agree that if this program is approved, I must provide proof of receiving a grade of "C" or better in individual courses to receive reimbursement according to the provisions of the applicable MOU or Profile.</i>			
EMPLOYEE SIGNATURE			DATE
DEPARTMENT RECOMMENDATION			
<input type="checkbox"/> RECOMMENDED			
<input type="checkbox"/> NOT RECOMMENDED	DEPARTMENT DIRECTOR SIGNATURE		DATE
HUMAN RESOURCES DEPARTMENT USE ONLY			
Employee Bargaining Unit		MOU Limit	Calendar Year
Request to date		Payments to date	Amount over UCR rate
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
HUMAN RESOURCES DIRECTOR			DATE