



# REQUEST FOR APPROVAL OF COURSES 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 course.
- Fill in all requested information in the boxes provided.
- Print form and submit with required documentation to your department 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:
ANTICIPATED GRADUATION DATE:			
**COURSE TITLE(S):			
EDUCATIONAL INSTITUTION:			
LOCATION:			
CLASS SCHEDULE:			
DAY(S):		TIME(S):	
SESSION BEGIN DATE:		SESSION END DATE:	
COST OF CLASS(ES):			
COST OF BOOKS & MISC. FEES			
THIS COURSE RELATES TO MY JOB IN THE FOLLOWING WAY(S). (Please describe in the space provided below.)			
<i>I understand and agree that if this course is approved, I must provide proof of receiving a grade of "C" or better to receive reimbursement according to the provisions of the applicable MOU or Profile.</i>			
Employee Signature		Date	
<b>DEPARTMENT RECOMMENDATION</b>			
<input type="checkbox"/> Recommended			
<input type="checkbox"/> Not Recommended	Department Director Signature		Date
<i>Human Resources Department Use Only</i>			
Employee Bargaining Unit		MOU Limit per Year	
Calendar Year		Balance Available	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
Human Resources Director		Date	

\*\*Course descriptions must be attached to receive approval.