



Request for Approval of Courses Employee Tuition Reimbursement Program

- All Requests for Tuition Reimbursement must be submitted to the Human Resources Office to obtain approval in advance of attending the courses.
- Fill in all requested information in the boxes provided. Form must be signed by Department Director.
- Submit form with required documentation to Human Resources for approval.

Employee Name:	ID #:
Job Title:	Department:
Degree Program: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify program:	
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.	
**Course Title(s):	
Educational Institution:	
Class Schedule (Days/Times):	
Session Begin Date:	Session End Date:
Cost of Class(es):	
Estimated Costs of Books/Misc. Fees:	
This degree program relates to my job in the following way(s):	

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.	
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:
<input type="checkbox"/> Approved		
<input type="checkbox"/> Not Approved	Human Resources Director Signature	Date

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