

**Classified Staff
Tuition Reimbursement Form**



Employee Name Title

Department Email

Work Phone

Tuition Reimbursement may not exceed \$300 per fiscal year. Requests for Tuition Reimbursement must be submitted in the fiscal year the coursework was completed.

Provide a list of pre-approved coursework for which you are seeking tuition reimbursement:

In order to receive Tuition Reimbursement payment, you must submit the following documentation:

- A copy of your approved Employee Educational Plan
- Transcript copy noting the completed coursework with a grade of 'C' or higher or credit
- Receipt for tuition and/or books

Total Amount of Tuition Reimbursement requested (not to exceed \$300):

Funding is subject to staff development budget limitations.

Employee Signature Date

Return completed form and documentation noted in the bullets above to the Office of Human Resources.

Vice President, Human Resources Date

Classified Tuition Reimbursement Account Code: 01-1000-0-675000-5890