



TUITION ASSISTANCE APPROVAL FORM

SUBMIT TO HUMAN RESOURCES

Academic Year: \_\_\_\_\_

EMPLOYEE INFORMATION

Form with fields: Last Name, First Name, M.I., Emp. No., Dept. Name, Hire Date, Job Title, Email Address, Contact Phone #, Work Address.

COLLEGE/UNIVERSITY INFORMATION

College/University:

Degree Program: Undergraduate Graduate

Certificate: \_\_\_\_\_

Enrollment Status: Full-Time Part-Time

Table with 6 columns: Course Number, Course Title, Credit Hours, Tuition, Begin Date, End Date.

Total Tuition: \$ \_\_\_\_\_

Briefly explain how the course(s) relates to your current position or probable future assignment.

Empty box for explanation.

I clearly understand that providing an incomplete form, not providing all the required documents or falsification of information may result in me being ineligible for tuition reimbursement and subject to disciplinary action.

Applicant's Signature Date

Human Resources Use Only Date

Applicant's Manager's Signature Date

Applicant's Director's Signature Date

IMPORTANT: All forms must be submitted PRIOR to beginning courses. Upon completion of your course(s), an itemized statement and proof of grade(s) must be forwarded to the Human Resources Department.

HUMAN RESOURCES USE ONLY section with Document Checklist, AMOUNT APPROVED, REQUEST DENIED, DENIAL REASON, and Approved By/Date fields.