

## Tuition Reimbursement Form

**Instructions:** After completing a semester/session, please complete and submit this form along with a copy of the course syllabus, transcript showing your grade(s), and proof of payment for the course(s) to Patric Barbieri, Executive Director, for evaluation.

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Program: \_\_\_\_\_ School: \_\_\_\_\_

Course #	Course Name	# of Units	Total Cost

Total Tuition (this session) \$ \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_ (Max. \$500.00 per course)

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Approval to pay (Central Office Use Only)

Executive Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved Amount: \_\_\_\_\_