

## Tuition Reimbursement Form

**Instructions:** Once approved by your respective Director and 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 to the respective administrative assistant.

**Please note, one reimbursement per school year, if funds are still available at the end of the school year you can submit an additional reimbursement between June 1st – 15<sup>th</sup>.**

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

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

Course #	Course Name	# of Units	Total Cost

Course Start Date \_\_\_\_\_ Course Completion Date \_\_\_\_\_

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

Total Amount Requested \$ \_\_\_\_\_ (Max. \$550.00 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: \_\_\_\_\_