



Tuition Reimbursement Request Form

Please fill out this form and submit to Human Resources prior to the start of classes each session. Upon course completion, submit proof of payment and grades to Human Resources in order to receive reimbursement.

Employee Name

Date of Request

Requested Courses for Reimbursement

Tuition Cost

Administrative Use Only
Grade Reimbursement

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Human Resources Signature
Certifying Receipt of Tuition
Reimbursement Agreement Form

Date

President Signature
Approval for Reimbursement Eligibility

Date