

REQUEST FOR REFUND OF TUITION

SECTION 1 – PRE APPROVAL - TO BE COMPLETED BY EMPLOYEE (PLEASE PRINT)

NAME OF EMPLOYEE:		POSITION:	
DEPARTMENT:		NAME OF SCHOOL:	
COURSE	DATES OF COURSE		
EMPLOYEE'S STATEMENT OF COURSE RELATIONSHIP TO EMPLOYMENT:			
ESTIMATED COST:			
TUITION EXPENSE FOR THIS COURSE:		TEXT BOOKS/MATERIALS:	
<p><i>TYPE OF DEGREE (YOU MUST SELECT ONE FOR PROCESSING)</i></p> <p> <input type="checkbox"/> ASSOCIATES <input type="checkbox"/> BACHELORS <input type="checkbox"/> MASTERS <input type="checkbox"/> ASSOCIATE DEGREE BONUS <input type="checkbox"/> BACHELOR DEGREE BONUS <input type="checkbox"/> JOB RELATED CERTIFICATE PROGRAM FOR COLLEGE CREDIT </p> <p><i>I AGREE TO SUBMIT DOCUMENTED PROOF OF PAYMENT FOR ALL EXPENSES INCLUDED IN THIS REQUEST AND PROOF OF FINAL GRADES RECEIVED FOR THE ABOVE COURSE.</i></p>			
EMPLOYEE SIGNATURE: _____		DATE: _____	

SECTION 2 – UPON COMPLETION – TO BE COMPLETED BY EMPLOYEE (PLEASE PRINT)

IF YOUR TUITION REIMBURSEMENT IS APPROVED, PLEASE RETAIN THIS FORM UNTIL YOU COMPLETE THE ABOVE COURSE AND RESUBMIT FORM WITH TOTAL COST OF COURSE TO BE REIMBURSED. FINAL COMPUTATION OF REIMBURSEMENT IS BASED ON PROGRAM GUIDELINES AND BALANCE AVAILABLE PER FISCAL YEAR APPROVED.

ACTUAL AMOUNT REQUESTING TO BE REIMBURSED:

EMPLOYEE SIGNATURE: _____ DATE: _____

PERSONNEL USE ONLY – DO NOT WRITE BELOW

APPROVED: _____ DATE: _____ DISAPPROVED: _____ DATE: _____ <small style="text-align: center;">TRAINING OFFICER</small>	FISCAL YEAR BALANCE <table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td><td style="width: 2.5%;"> </td> </tr> </table>																				

AMOUNT PROCESSED BY TRAINING OFFICER (PERSONNEL USE ONLY)

DATE OF RECEIPT:	APPROVED BY:
TOTAL AMOUNT APPROVED:	