

REQUEST FOR CERTIFIED TUITION REIMBURSEMENT

(Print or type and submit to Human Resources Office for approval)

PART II – FINALIZING REQUEST

Applicant's Name

School

Home Address

City / State / Zip Code

Credit Hours	Course Title	Course #

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Applicant has submitted the following: (attached)

1. Course receipt(s) confirming payment for credit. Yes No
2. Official transcripts. Yes No
The transcripts indicate the applicant received an "A" or "B"; or a "P" for Pass/Fail course.

Total Reimbursement if Applicable: \$ _____

I understand that if ALL of the required documents are not submitted to the Human Resources Administrator by October 15th for the December payout and by April 15th for the June payout, this form will be returned to me and will be subject to processing during the next two processing deadlines, provided the required forms are timely submitted and that all coursework submitted for reimbursement shall be submitted no later than twelve (12) months after the course completion.

Employee Signature

Date

Executive Director for Human Resources

Date