

**PART II – FINALIZING REQUEST**

**REQUEST FOR CERTIFIED TUITION REIMBURSEMENT**

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

Applicant's Name	School
Home Address	City / State / Zip Code

Reimbursement Request is for: <b>DEGREE PROGRAM</b> _____ <b>Yes</b> _____ <b>No</b> (\$128.75 per semester hour up to 24 semester hours)
Degree/Major: _____
Date Degree Conferred: _____

Reimbursement Request is for: <b>CORE CONTENT COURSEWORK</b> _____ <b>Yes</b> _____ <b>No</b> (\$206.00 per semester hour up to 12 semester hours per year)		
_____		
Course Title	Course #	Credit Hours
_____	_____	_____
Course Title	Course #	Credit Hours
_____	_____	_____
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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 degree program or content area course.

Total Reimbursement if Applicable: \$ \_\_\_\_\_

**I understand that if ALL of the required documents are not submitted to the Human Resources Administrator by October 15<sup>th</sup> for the December payout and by April 15<sup>th</sup> 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