

PART II – FINALIZING REQUEST

REQUEST FOR CLASSIFIED 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: **DEGREE PROGRAM** _____ **Yes** _____ **No**
(\$87.50 per semester hour up to 24 semester hours)

Degree/Major: _____

Date Degree Conferred: _____

Reimbursement Request is for: **FIELD OF EMPLOYMENT COURSEWORK** _____ **Yes** _____ **No**
(\$154.50 per semester hour up to 6 semester hours per year)

Course Title	Course #	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 field of employment 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