



STAFF EDUCATION ASSISTANCE REIMBURSEMENT

- Return this form to HR within 30 days of payment or registration of classes
- Attach a receipt of tuition payment

Name:

Today's date:

Course name	Credits	Course fee	Start date	End date
1.				
2.				
3.				

TUITION/FEE REIMBURSEMENT:

Total course fees: \$ _____

Registration fee: \$ _____

Total: \$ _____

Note: Other fees such as books, materials, library fees, student fees, technology fees, exam fees, etc. are not eligible for reimbursement.

HR/business office use only

HR approval _____ Date _____

Business office approval _____ Date _____