

NAME: \_\_\_\_\_

SEMESTER/YEAR \_\_\_\_\_

DATE: \_\_\_\_\_

# TUITION REIMBURSEMENT/WAIVER

## ARTICLE VII - COMPENSATION AND FRINGE BENEFITS,

### M. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS,

#### 5. Tuition Reimbursement Process for Employees

b. Tuition reimbursement will be paid only upon submission of the following within 6 months of completing the coursework:

- i. Grade slip or transcript indicating the course work is completed at a grade of C or better, and
- ii. Receipt for the cost of credit hours not covered by a tuition waiver.



Semester/ Year — (SU09, FA09, etc)	University/College	Course Name	Course Number	# of Credit Hours	Reimbursement	Waiver

Attached are the following:

\_\_\_\_\_ GRADE SLIP OR TRANSCRIPT

\_\_\_\_\_ RECEIPT SHOWING EMPLOYEES COST

### OFFICE USE ONLY:

\_\_\_\_\_ REIMBURSEMENT IS APPROVED

\_\_\_\_\_ REIMBURSEMENT IS DENIED

- Received six (6) months past completion date
- Final grade below C
- No receipt
- OTHER \_\_\_\_\_



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DIRECTOR OF HUMAN RESOURCES