

NAME \_\_\_\_\_

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

BUILDING \_\_\_\_\_

DATE \_\_\_\_\_

## **TUITION REIMBURSEMENT/WAIVER**

### **Article VIII-COMPENSATION AND FRINGE BENEFITS**

N. Tuition Reimbursement, salary schedule advancement, and waivers

5. Tuition Reimbursement Process for Employees

b. Tuition reimbursements shall 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 and Year FA15 SP16 SU16	University or College	Course Name	Course #	# Credit Hours	Reimburse Amount	Waiver Yes or No

Attached are the following: \_\_\_\_\_ Grade slip or \_\_\_\_\_ Transcript

Receipt showing employee cost \_\_\_\_\_

**Office Use Only:**

Reimbursement is approved \_\_\_\_\_

Reimbursement is denied \_\_\_\_\_

Received six (6) months past completion date

No Receipt

Final grade below C

Other

\_\_\_\_\_  
Director of Human Resources

