

NAME _____

SEMESTER/YEAR 2020-2021

BUILDING _____

DATE _____

TUITION REIMBURSEMENT/WAIVER-FY21

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 FA20 SP21 SU21	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

