



TUITION REIMBURSEMENT REQUEST FORM

To receive reimbursement for tuition, complete the Tuition Reimbursement Request form. Provide the completed form to your supervisor for discussion and approval. *Your supervisor will submit the form to the Executive Director for review.* Please include a copy of your grades or exam results (i.e: AEPA or NES tests), transcripts and receipt(s). Reimbursement will be provided to you through the Fiscal Department for courses or tests in which you received a satisfactory grade or passing score(s).

Employee Name (Last, First MI)				Supervisor	
Job Title				Date of Hire	
Term (check appropriate boxes and fill in blanks) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> N/A			<input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Year <input type="checkbox"/> N/A		Term Dates
School / Agency				On Line <input type="checkbox"/> Yes <input type="checkbox"/> No	
Course #	Course Title	Credits	Days (e.g., MWF)	Times (e.g. 2-4)	Fees \$
AEPA TEST _____ Date Taken: _____ Content Area _____ Fees \$ _____					
NES TEST _____ Date Taken: _____ Content Area _____ Fees \$ _____					
<input type="checkbox"/> I am <input type="checkbox"/> I am not receiving other financial aid. (If yes, provide documentation of amount and how it will be applied)					

I hereby request reimbursement for the above classes. Attached are the relevant grades, transcripts and receipt(s). I understand that additional documentation may be requested.

Employee Signature _____ Supervisor Signature _____ Date _____

Approved by _____ Date _____
 Executive Director

Reminder: Upon completion, this form should be submitted directly to your supervisor.