TUITION REIMBURSEMENT

This form is to be filled out and turned in **<u>after</u>** the course has been successfully completed. Tuition **<u>must be paid</u>** before a refund can be generated. This benefit is limited to one course per term. Please note that this benefit is only available to full time employees and retirees.

Today's Date: _____

Employee Name: _____

Soc. Sec/Employee #: _____

Course Name: _____

Course Number: _____

Course Dates: _____
(start & end dates)

Amount of Refund: _____
(total if non-credit / half if credit or retiree)

_____   _____
Human Resources   Date

_____   _____
Business Office   Date

Charge to: 10-9-8521-01-59400   Credit
                    10-9-8521-01-59410   Non-Credit
                    10-9-8521-01-59430   Retiree