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| --- | --- |
| **EMPLOYEE NAME:** |  |
| **REQUEST DATE:** |  |
| **DATE OF HIRE:** |  |
| **BUSINESS UNIT:** |  |

**Name of School Attending:**

**Name of Degree Program:**

**Name of Courses:**

If courses are not part of a degree program, please explain how job related:

**Semester(s):** ⃝ FALL ⃝ SPRING **Academic Year:**

Amount of Tuition Requesting\* (Tuition only, no fees) $

**\* Copies of final grades and documentation of cost of tuition must be provided before reimbursement will be issued.**

**Employee Signature/Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager Signature/Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***To be completed by Human Resources:***

**Employee Eligibility: ⃝** **YES**  ⃝ **NO**

***If “No” explain Reason:***

**HR Signature/Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_