

**TBA b**

Tuition reimbursement funding is used to reimburse employees for the cost of tuition for classes taken at regionally accredited institutions. The classes must be related to maintaining or improving employee skills.

Eligibility

Any full-time



**STEP 1**

**REQUEST FOR  
FACULTY TUITION REIMBURSEMENT**

**(Form must be completed and submitted for approval 14 days before a course begins)**

**STEP 2**

**REQUEST FOR PAYMENT OF  
FACULTY TUITION REIMBURSEMENT**

**(Payment of tuition reimbursement will be made upon submission of proper documentation. Proper documentation showing successful completion of the course(s) with grades, should be submitted along with receipts for tuition no later than 60 days after the course(s) is completed, and given to the Office of the VPAA who is responsible for processing.)**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

College/University attending: \_\_\_\_\_

Course title/number: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_

Date course(s) was completed: \_\_\_\_\_

Amount of Pre-Approved Reimbursement: .