

REQUEST FOR TUITION REIMBURSEMENT

Note: Once a degree program has been approved, the employee needs only to complete the top part of this form.

Name: _____ Date of Hire: _____

Job Title: _____

Amount of reimbursement requested: \$ _____

- Requesting approval for a single course
 - Requesting approval for a degree program
- Degree sought _____

Degree program/Course requested (please describe):

How will enrolling in this degree program/course benefit you?

How will enrolling in this degree program/course benefit the College?

Additional comments:

Employee Signature

Date

To be completed by Vice President/Dean

Approved _____ (signature)

Denied _____ (signature)

Reason for denial _____
