

REQUEST FOR TUITION REIMBURSEMENT FORM

2024-2025 School Year

Name _____ SSN _____

Present Assignment _____ Location _____

The following courses were completed during the Summer 2024 semester:

Course Title _____
Date Completed _____ Credit Hours _____

Course Title _____
Date Completed _____ Credit Hours _____

Course Title _____
Date Completed _____ Credit Hours _____

Total Summer Tuition Hours and Cost _____

The following courses were completed during the Spring 2024 semester:

Course Title _____
Date Completed _____ Credit Hours _____

Course Title _____
Date Completed _____ Credit Hours _____

Course Title _____
Date Completed _____ Credit Hours _____

Total Spring Tuition Hours and Cost _____

The following courses were completed during the Fall 2023 semester:

Course Title _____
Date Completed _____ Credit Hours _____

Course Title _____
Date Completed _____ Credit Hours _____

Course Title _____
Date Completed _____ Credit Hours _____

Total Fall Tuition Hours and Cost _____

Applicant's Signature: _____ Date _____

Return: Request for Tuition Reimbursement Form · A copy of tuition receipt(s) · A certified transcript(s)

DUE TO THE HR OFFICE ON OR BEFORE OCTOBER 15, 2024

Total Hours _____ Amount _____ Approved _____ Denied _____

**Maximum reimbursement is \$200 per quarter hour; maximum hours = 9.
Maximum reimbursement is \$300 per semester hour; maximum hours = 6.