

Tuition Reimbursement Application and Documentation Cover Sheet

(Please use one cover sheet per class/workshop)

Name _____ Employee number _____

Building(s) (if applicable) _____

COLLEGE CLASSWORK / WORKSHOP DESCRIPTION
(Please fill in information for class(es), and/or workshop(s) below)

University / College/ Workshop Location	Course Title <u>and</u> Course Number /Workshop Title	Course Type	No. of Credit Hours (if applicable)	Actual Dates of Class/Workshop
		<input type="checkbox"/> Workshop (with possible credit) <input type="checkbox"/> College Class <input type="checkbox"/> Exam Fees (OAE)		

Complete the following, only if this course is part a Masters or Doctoral Degree:

This course is part of a Masters or Doctoral Degree in _____
 from _____ (name of university)
 which I expect to complete: _____ (month) _____ (year)

To avoid inconsistencies and address the variety of types of documentation being turned in, please use the following checklist to organize and label your information:

_____ Copy of OFFICIAL Transcript

- highlight the course
- report card/grade sheet will NOT be accepted

_____ Proof of payment (credit card, canceled check, etc...)

- payment amount highlighted

I acknowledge that I have read this year's tuition reimbursement guidelines on the LPDC website.

Total amount requested _____

Summer contact number _____