

## Applying for Tuition Reimbursement

1. At the time of course registration, complete the [Tuition Reimbursement Program Application form \(PER-054\)](#) and attach a copy of the course schedule including the your name, college or university, course name, number, credit hours, begin and end date, and scheduled class time. Submit the application and course registration to your supervisor/administrator for review and signature. Upon the supervisor's approval, forward the application to the Human Resources office for review and approval. An application for tuition reimbursement benefits must be submitted to the Human Resources office no later than three (3) weeks prior to the start of class. Please remember that a Tuition Reimbursement Program Application form must be submitted for each semester enrolled.
2. After review and approval by Human Resources, the original application will be returned to the employee. It is important to retain the signed application, as you will need to complete the bottom portion at the end of the semester to request your reimbursement.
3. If the employee drops or changes any courses after the Tuition Reimbursement Program Application form has been approved, a new form must be completed and submitted at that time.
4. Within six (6) weeks of completion of an approved course, the employee must submit the **original** approved Tuition Reimbursement Program Application form with the Reimbursement Certification section completed, a copy of their **official** grade report, and proof of payment for the class(es) to Human Resources. Failure to submit these documents within the required time frame may jeopardize the payment of the reimbursement.
5. If the information is accurate and complete, Human Resources will approve and submit the form to the Office of Finance Services for payment *based on availability of funds*.
6. For employees participating in a Doctoral program, prior to submitting your application, your Doctoral Plan must be submitted to Human Resources and approved by the Vice President, Human Resources. The Doctoral Plan should include your name, college or university name, expected begin and completion date of the doctoral program, and an outline of courses and credit hours that will be taken on a semester by semester basis for the duration of the program.

***Tuition will not be reimbursed if the application is not approved at the time of course registration. It is the responsibility of the employee to submit for approval and reimbursement within the time frames specified in these procedures.***

***Revised 12/13/2011***