

## Tuition Reimbursement Process

\* **Note: Doctoral Plans must be submitted to HR Prior to Application Process**

### *Step 1.*

#### Application Process – Employee must complete:

- **Application Form**  
(Top portion of the form completed,  
Signed by Applicant and Supervisor)
- **Attach Course Registration Document**  
(Applicant name, School name, Course number,  
Course title, Credit hours, Course start and end date)
- Applicants seeking a Bachelor's degree must also submit Bachelors Degree Plan



Applicant submits to HR  
before course begins

### *Step 2.*

#### HR Processes Application

- HR Reviews and approves application
- Academic Affairs Reviews and approves Bachelor Degree Plans
- Funds Encumbered by Finance



Original signed Documents  
Returned to Applicant

**keep these until grade received**

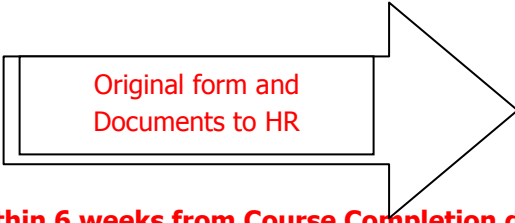
### *Step 3.*

- Employee completes the course and receives grade
- **Note: Any course changes require a new application**

### *Step 4.*

#### Reimbursement Process – Employee must complete:

- Lower portion of the original **Application Form**  
(Signed and dated)
- **Attach Grade Report**  
(Applicant name, School name, Course number,  
Course title, Grade)
- **Attach Proof of Payment**  
(Applicant name, School name, Payment information  
for relevant courses)



Original form and  
Documents to HR

**within 6 weeks from Course Completion date**

### *Step 5.*

#### HR Processes Reimbursement

- HR Reviews the submitted paperwork
- HR Approves for reimbursement
- HR prepares Check Request and submits to Finance
- Finance Approves
- Reimbursement via Bank transfer within 7-10 business days