

Request for Tuition Waiver or Tuition Reimbursement

Date: _____

Name: _____ Title: _____

Union Affiliation (if applicable): _____

Division: _____ Z#: _____

Department: _____

Fund: _____ Org: _____ Program: _____

 Highest Degree: _____ Matriculated: Yes No Term: _____

This request is for:

 Tuition Waiver

 Education Certificate

 Undergraduate Program

 Tuition Reimbursement

 Graduate Program

 Will you receive any type of financial aid for the course(s) you are requesting? Yes No

- Employees are eligible for Tuition Waiver or Reimbursement once they have completed one year of employment.
- Graduate tuition waivers in excess of \$5,250.00 will be recorded as taxable wages and applicable taxes will be withheld through payroll payments. Additional tax withholdings can be significant in some cases.
- LEAVE OF ABSENCE: Unless prohibited by law, Tuition Waiver or Reimbursement benefits will cease during a leave of absence that is one month or longer in duration.

Courses Requested:

	Title	Number	Credits	Dates	Meeting Time
1.					
2.					
3.					

Supervisor's Recommendation: I recommend that the above named employee be authorized to take the course(s).

Explanation of adjusted workweek, if required:

The above named is authorized to have tuition waived or reimbursed in the amount of \$ _____ course(s) _____ for during the term if all requirements are met.

Human Resources Rep: _____ Date _____

Grades verified and approved for payment/waiver.

Human Resources Rep: _____ Date _____