

STAFF TUITION REIMBURSEMENT APPLICATION

Full-time classified employees may apply for tuition reimbursement for courses taken at an accredited institution of higher education. Courses must fit within the employee's approved personal training plan. **Application for reimbursement must be submitted two weeks prior to the start of the course(s).** Reimbursement is paid after documentation of successful completion of the course. Course start date determines the reimbursement year.

Name _____

Title _____

Cowley ID Number ----- _____

Date full-time employment began _____

Educational Objective:

____ Seeking completion of a degree program. List degree: _____

____ Taking course for professional development/personal enrichment only

Course Information:

Tuition cost of course \$ _____ Amount requested for reimbursement \$ _____

College/University _____

Course No. and Title _____

Course level: ____ Undergraduate ____ Graduate ____ Number of credit hours

Course start date: _____ Course end date: _____ Time of course _____

Personal Training Plan:

Attach a separate sheet describing how this course/program fits into your personal training plan and how it directly relates to your position at the College.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

VP of Finance _____ Date _____

President (pre-approval) _____ Date _____

Submit completed application to Human Resources for processing

____ Approved Amount approved \$ _____

____ Denied Reason: _____

President's signature _____ Date _____

VP of Finance signature _____ Date _____

Approved copy goes to Human Resource and Employee - Denied copy is returned to employee only

OFFICE USE ONLY:

Date requisitioned _____ Request # _____ PO# _____

Reimbursement Check # _____ Date issued _____ Amount _____