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| **PRE-APPROVAL FOR TUITION REIMBURSEMENT** |

For tuition reimbursement pre-approval, please complete the information below, obtain the required signatures, attach a course description to this form and return to Human Resources. The tuition reimbursement annual eligibility maximum is $5,250. In order to be eligible for reimbursement, your final grade must be a “C” or better for undergraduate classes and a “B” or better for graduate classes. All tuition reimbursement requests must be submitted to Human Resources within 45 days of course completion.

**Note:** This form must be submitted and approved **PRIOR** to beginning your class.

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| Name: |  | | | Dept: |  | | Date: |  |
| Manager’s Name: | | |  | | |
| Course Title: | |  | | | | | | |

|  |  |  |
| --- | --- | --- |
| Course Required by your Manager? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Institution: |  | |
| Education Objective: | |  |

(Degree or Certificate)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates of Course: |  | | | Course start/end time: | AM or PM |
| Days of the Week : Sun Mon Tues  Wed Thurs Fri  Sat | | | | | |
| Estimated amount of reimbursement: | | |  | | |
| Amount remaining for the year: | | $ | | | |

|  |  |  |
| --- | --- | --- |
| Employee Signature |  | Date |
| Manager’s Approval |  | Date |
| Department Head Approval |  | Date |
| Human Resources’ Approval |  | Date |