

UIN:

System Office Educational Assistance Tuition/Coursework Reimbursement Approval and Request Form

Employees with a 50% or greater appointment may seek approval for Coursework or Tuition assistance not covered by University policies for Civil Service or Academic employees by completing this request **prior** to beginning coursework or classes. Appropriate sign-off and approval must be obtained in order for requests to be considered for reimbursement. Reimbursement will be made upon completion of the coursework or class.

Employee Information

Name of Employee Requesting Assistance:

| Department Name: |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Direct Supervisor's Name: |
| Type of Educational Assistance Requested |
| Title of Course: |
| Will completion of this course lead to a degree or certification? |
| () Degree Program (Certification () Other- please explain |
| Start Date: End Date: |
| Cost of Coursework/Class*: |
| College/University: |
| *Cumulative expenses cannot exceed \$2,000 per calendar year and cover tuition expenses only. |
| Sign-off and Approval |
| Direct Supervisor: |
| |
| Direct Supervisor: |
| Direct Supervisor: Department Director: |
| Direct Supervisor: Department Director: AVP or Appropriate Senior Manager: System Human Resource Services: |
| Direct Supervisor: Department Director: AVP or Appropriate Senior Manager: System Human Resource Services: System HR Use Only |
| Direct Supervisor: Department Director: AVP or Appropriate Senior Manager: System Human Resource Services: System HR Use Only Reimbursement Submission Date: |
| Direct Supervisor: Department Director: AVP or Appropriate Senior Manager: System Human Resource Services: System HR Use Only Reimbursement Submission Date: FOAPAL Charged: |
| Direct Supervisor: Department Director: AVP or Appropriate Senior Manager: System Human Resource Services: System HR Use Only Reimbursement Submission Date: |