

# TUITION ASSISTANCE REIMBURSEMENT FORM

Employees must submit their claim for reimbursement prior the end of the fiscal year in which a course(s) is completed.

Please attach an official receipt of tuition fees paid, and a copy of transcript or other official documentation showing the grade report for the completed course(s). Reimbursement will not be processed without this documentation.

### Employee Information

Last Name	First Name	
Campus:	Office:	Employee ID Number
Program:	Educational Institution:	

### Course & Payment Information

Course(s) Title	Semester & Year (fall/2024)	Final Grade	Gross Tuition Paid	Proof of Payment Received	Proof of Grade Received	Reimbursement Amount (\$)