

## Tuition reimbursement payment form (effective 2021)

**Please complete all sections**

Section I: Employee information	
Name	
Work phone number	
Department/Division name	
Today's date	
Semester	

Section II: Course reimbursement	
<b>Course title 1 (complete course title)</b>	
Cost per credit	Grade
Credit hours	Reimbursement %
Tuition subtotal	Course 1 reimbursement total
<b>Course title 2 (complete course title)</b>	
Cost per credit	Grade
Credit hours	Reimbursement %
Tuition subtotal	Course 2 reimbursement total
<b>Course title 3 (complete course title)</b>	
Cost per credit	Grade
Credit hours	Reimbursement %
Tuition subtotal	Course 3 reimbursement total
<b>Total course reimbursement</b> (course 1 + course 2 + course 3)	

Section III: Scholarship/grants received	
	Subtract scholarships/grants

Section IV: Books/Fees (Refer to the Tuition Reimbursement Plan Document for reimbursement fees)			
Fee description	Cost	Book description	Cost
Fee reimbursement total		Book reimbursement total	

Section V: Total reimbursement <sup>***</sup> (Course reimbursement - scholarships) + books + fees <sup>***</sup>	
Employee signature	Total Reimbursement

**Please ensure you include all required documentation upon submission of this form:**

- Tuition Reimbursement Approval form - as approved by Benefits Team
- Final grade report / unofficial transcript
- Itemized statement / invoice for all tuition costs and fees
- Proof of payment (if not on the itemized statement)
- Itemized receipts for any books or materials purchased for the course(s)

For administrative use only	
Non-taxable	Taxable
Date received	Pay cycle
Benefits signature	Date approved