



Request for Tuition/Registration Reimbursement or Advance Payment by the Department

HR Benefits

The application for tuition reimbursement or for advance payment by the department under [Policy 1401 - Work-Related Education or Training from an External Source](#) must be completed prior to program enrollment. Please review this policy before completing this form.

Employee Full Name:	Department:
Course Name:	Education/Training Provider:
Beginning Course Date:	Ending Course Date:
Location of Program:	Days/Times of Meetings:

Please check any and all that apply:

- I plan to take this program for academic credit
- I have been reimbursed for previous course work under policy 1401.
Describe previous reimbursement:
- I have sought advance payment by the department for previous course work under policy 1401.
Describe previous advance payment by the department:
- I am eligible for Veterans Benefits for this program.
Amount available:

Supervisor Complete	
Amount of estimated <input type="checkbox"/> Reimbursement <input type="checkbox"/> Payment	<input type="checkbox"/> Reimbursement <input type="checkbox"/> Payment charge to account

All of the following must be checked to qualify for reimbursement or advance payment:

- This training/education is not needed to meet minimum education requirements of the employee's current job.
- This training/education is not part of a program or study that will qualify the employee for a new job.
- This training/education is required by the university, law or regulatory agency to keep present salary, status or job; or the required work-related training/education maintains or improves skills required in the present job.

Approvals:

Employee Signature:	Date:
Supervisor Signature:	Date:
Department Head/Director:	Date:
Dean/AVP Signature	Date:
Vice President or Designee Signature:	Date:

- Accounts Payable Original
- Employee Copy Department File Copy Office of Equal Opportunity Copy