

Name: _____ Employee ID#: _____
 School: _____ Position: _____
 Phone: _____ Start Date: _____

For Committee Use Only Received Date: _____
 Vendor # ___ New ___ Reactivate/ Requested Date _____
 Approved: _____
 Disapproved: _____ Reason: _____

Course Number	Course Title	Grade	Institution Attended	Number of Hours		Amount Paid by Employee	Fee Waiver (Yes/No)
				Semester (Max. 6)	Quarters (Max. 9)		
Return completed form and documentation to Treasurer's Office (DSC) Official Transcript: _____ Paper Transcript from Institution Attached _____ Electronic Transcript being emailed by institution				Total #: _____ X \$225.00 = \$ _____	Total #: _____ X \$150.00 = \$ _____	You may not receive your full request due to the Tuition Reimbursement Cap	
Employee Signature: _____ Date: _____				Total Request \$ _____ (Max. \$1,350.00)			

Employee Checklist

- Form is completed in full and signed;
- Official Transcript (no late transcripts):
 - Grade Cards are not acceptable;
 - Transcripts on file are not acceptable;
 - Copies of Paper transcripts are not acceptable;
 - Printed copies of Electronic Transcripts are not acceptable.
- Documentation indicating tuition charges and proof of payment for courses listed above is attached (Transcript is not accepted as proof of payment; and,
- Grade of "B" or higher, or "Pass", or "Satisfactory" received.

Non-Tax Status

I understand that in order for the Tuition Reimbursement to be excluded as compensation subject to withholding, the course must meet ALL of the following requirements (check if requirement is met):

- The course(s) maintain, or improve the skills used in my present position, or are required by the schools.
Please explain: _____
- The Course(s) are not necessary for me to meet the minimum educational requirements for my present position
- The course(s) are not part of a program that will lead to the degree that would qualify me for a new trade or business (usually either a professional degree or degree not related to my present position)

I understand that if the course(s) taken under the Tuition Reimbursement program do not satisfy the conditions stated in the Non-Tax Status, then the payment could be included as compensation, which is subject to all applicable tax withholding. In such case, or if tax laws change such that it would make such payment subject to taxation, the Schools will deduct the appropriate taxes from my regular paychecks and report such payment as taxable income to the appropriate taxing authorities.