

Support Staff Tuition Reimbursement



Name	Street Address	City, State, Zip
Department	School	Title
College/University/Vocational Program Attending		Semester & Year of Class(es)

Course #	Course Name	Beginning Date	Completion Date	Credit Hours	Cost Per Credit
					\$
					\$
					\$
					\$

I understand that:

- In order for my application to be processed, it must be received and approved by the Human Resources Office prior to the beginning of the class(es) for which I am seeking reimbursement.
- The maximum amount of reimbursement per credit hour shall not exceed that which is charged by the University of Missouri, St. Louis;
- Any course for which no tuition cost is incurred by the employee shall not be reimbursed.
- Only course work completed at an accredited college, vocational institute, or university will be considered for reimbursement.
- Employee must be enrolled in a degree or certificate program and course work must provide credit towards the degree or certificate program for reimbursement.
- The maximum number of credit hours per employee for reimbursement in any fiscal year shall be nine (9).
- Incidental costs, including but not limited to textbooks, supplies, registration fees and parking fees shall not be reimbursed under this policy.
- An official transcript, original report card, or proof of completion of a program along with verification of payment, must be submitted prior to reimbursement being approved
- Reimbursement will be made no later than the third payroll period following receipt of the official transcript or report card and payment verification.
- No payment will be made to individuals who are no longer employed by the district at the time of reimbursement.

My official transcript, original report card, or proof of completion of a program along with verification of payment, must be submitted to the Human Resources Department no later than _____.

Employee's Signature: _____ Date: _____

For Human Resources Use ONLY			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied, Why:			
Approval Signature			Date
Date Proof Rec'd		Date Sent for Payment	Reason Not Sent for Payment
Date Mailed		Mailed/Completed by Signature	