

TUITION REIMBURSEMENT/WAIVER-FY24

Article VIII-COMPENSATION AND FRINGE BENEFITS

- N. Tuition Reimbursement, Salary Schedule Advancement, and Waivers
5. Tuition Reimbursement Process for Employees
- b. Tuition reimbursements shall be paid only upon submission of the following within 6 months of completing the coursework:
- i. Grade slip or transcript indicating the course work is completed at a grade of C or better, and
 - ii. Receipt for the cost of credit hours not covered by a tuition waiver

Semester and Year Fall 2023 Winter/Spr 2024 Summer 2024	University or College	Course Name	Course #	# Credit Hours	Reimburse Amount	Waiver Yes or No

Attached are the following: _____ Grade slip or _____ Transcript _____ Receipt showing employee cost

Office Use Only:

Reimbursement is approved _____

Reimbursement is denied _____

- ☐ Received six (6) months past completion date
- ☐ No Receipt
- ☐ Final grade below C
- ☐ Other

Director of Human Resources

