



REQUEST FOR PROFESSIONAL COURSE REIMBURSEMENT

Name (please print)

Employee Number

Position/Title

Union Affiliation

Course(s) CEUs* taken toward which degree level:

None BA MA Beyond MA EDD/PHD Other

Semester course was taken: Summer Fall Spring (include winter session) Year taken: 20_____

Course Number & Name	University/Provider	# Credits or CEUs*	Grade	Tuition Cost
	Online <input type="checkbox"/>			
	OR Campus <input type="checkbox"/>			

**Refer to individual bargaining unit agreement to determine if CEUs can be considered for reimbursement and/or upgrading and for additional information regarding both.*

The following documentation must accompany this form in order for reimbursement to be processed:

1. Transcript (unofficial is acceptable), grade report, or CEU Certificate - must include name, term and course(s).
 2. Fee receipt from university/provider—must indicate tuition separate from fees.
 3. Proof of payment—may be fee receipt stamped “paid” and have a zero (0) balance due, both sides of cancelled check, or credit card statement.
 4. Incomplete forms and packets will not be processed.
- Your Request for Reimbursement will be honored only if the Office of Talent Management previously approved the courses for reimbursement through a “Course Approval Request” card (if applicable). Please reference your union contract to see if the approval card is required.
 - The Reimbursement Request with supporting documentation must be received by the Office of Talent as stated in individual union contract.
 - Reimbursement is for tuition only and does not include any fees (i.e. registration fees) or the cost of any required texts.
 - Refer to contract for specific language.

Reimbursement Processing Timelines

Documents received fiscal year July 1st – June 30th will be processed by OTM and Finance within the following fiscal year quarters:

- Requests for tuition reimbursement received from July 1st – September 30th – will be processed in the month of October
- Requests for tuition reimbursement received from October 1st – December 31st – will be processed in the month of January
- Request for tuition reimbursement received from January 1st – March 31st – will be processed in the month of April
- Request for tuition reimbursement received from April 1st – June 30th – will be processed in the month of July (note: the reimbursements received during this period may be processed for the fiscal year ended (if reimbursement was not exhausted) or for the new fiscal year starting July 1st (if employee qualifies according to applicable contract language))

I have read and understand my bargaining unit agreement regarding eligibility, final grade requirements, timelines, and other conditions related to the reimbursement.

Employee's Signature

Date