

Please Note....

This form replaces both the Course Approval and Tuition Reimbursement Forms.

You will need to fill this form out prior to the start of your course(s), acquire the proper signatures and turn it in to Human Resources.

Once approved and recorded by Human Resources, this form will be returned to you.

Upon successful completion of the semester you must return the form with the following attachments:

- Tuition Receipt
- Proof of successful completion (final grade)



Tuition Benefit Form

SUBMIT COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT.
APPROVAL MUST BE OBTAINED TEN (10) DAYS BEFORE THE CLASS BEGINS.

Employee Name: _____ Employee ID: _____

Employee Group: _____ Date of Hire: _____ Full-Time Part-Time

Reimbursement for: _____

Self Spouse Child

Applying for: Tuition Reimbursement Tuition Deferral (if eligible)

- Are you on a leave of absence with or without pay? Yes No
- Is this class required for degree completion? Yes No
- Does this class meet during your normal work schedule? Yes No
- How is this class(s) related to your present assignment? _____

• Name of college/university: _____

COURSE NUMBER	COURSE TITLE	# OF SEM HRS	BEG DATE	END DATE	FINAL GRADE

Amount of tuition per credit: \$ _____ Fees: \$ _____ Total Tuition: \$ _____

For GRCC courses only: Resident Non-Resident

Employee Signature

Date

Dean/Supervisor Signature

Date

WITHIN 6 WEEKS OF COMPLETION OF THE CLASS, SUBMIT COPY OF THIS FORM WITH PROOF OF GRADE SHOWING SUCCESSFUL COMPLETION AND TUITION BILL TO THE HR DEPARTMENT.

HUMAN RESOURCES USE ONLY

Approve Disapprove Fiscal Year: _____

Comments: _____

Amount approved:	\$ _____	Human Resources Approval: _____	Processing Date: _____
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