

## TUITION REIMBURSEMENT 2017-2018

Name \_\_\_\_\_

Building \_\_\_\_\_

Course \_\_\_\_\_

### Upon completion of the course:

Attach the documents listed below to this form and submit it to the Personnel Office for payment.

- \_\_\_ Official transcripts, with a grade of "B" or better in the course
- \_\_\_ A bill for the course
- \_\_\_ Proof of payment

### **REMEMBER:**

July to December courses submit by **November 2** to be paid in February/March  
January to June courses submit by **March 1** to be paid in June