

PART I - EMPLOYEE

Name of Employee (Last, First, Middle)	Name of Agency
Job Classification	

COURSE DETAILS

Name of Course(s)		Total Credit Hours	
Plan to Earn a Degree <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, Type of Degree	Major Field	
Name of Educational Institution			
Address of Educational Institution		City	State ZIP Code
Dates of Course(s)	Times of Course(s)	Cost of Tuition and Fees**	

Course Description (attach additional documentation if needed)

Explain How Coursework Will Benefit the Agency/Department/Division

List Job Tasks This Training/Coursework Is Relevant To

** Books, lodging, per diem, and travel associated with the course are not reimbursable.

I agree to pay all initial costs for this course(s) and understand that tuition reimbursement is payable only when I successfully complete the course(s) with an equivalent of a grade "C" or better for undergraduate or "B" or better for graduate coursework. I will report any financial aid received from any other public source (grants, military education benefits, etc.) for attending the above course(s). An employee who leaves employment within two years of receiving the tuition must repay the tuition received on a pro-rated basis.

Employee Signature	Date
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PART II - DIVISION DIRECTOR

Division Director Action <input type="checkbox"/> Approved* <input type="checkbox"/> Denied - Indicate reason below	If Approved, Indicate Tuition Amount Approved	or Percentage Approved
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***Notes (if approved):**

- Payable upon receipt of the following documentation:
 - An approved degree plan unless previously submitted
 - Copy of payment receipt
 - Proof of completion of course with final grad ("C" or higher for undergraduate or "B" or higher for graduate is reimbursable)
- All documentation must be filed with the completed form.
- Books, transportation, etc. are not reimbursable.

Request Denied for the Following Reason(s) (if applicable)
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Division Director Signature	Date
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