REQUEST FOR TUITION REIMBURSEMENT

STATE OF NORTH DAKOTA

SFN 51372 (11-2012)

Part I (to be completed by employee)

Name of Employee (Last, First, Middle)	Name of Agency	
Job Classification		
Name of Courses		Total Credit Hours
Are you planning on earning a degree? ☐ No ☐ Yes		
If Yes, Type of Degree	Major Field	
Name of Educational Institution		
Address of Educational Institution		
Dates of Course(s)	Times of Course(s)	Cost of Tuition and Fees **
Course Description (attach additional documentation if needed)		
How will the coursework benefit the division/department/agency?		
To what tasks in your job will this training/coursework be relevant?		

** 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

Part II (to be completed by Division Director)

☐ Request for payment of _____ % or $ _____ , which is 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 is disapproved for the following reasons:

Division Director Signature	Date