Application for Staff Tuition Assistance

Instructions

• Complete and sign the Application for Staff Tuition Assistance
• Meet with your supervisor to discuss your tuition assistance request and course(s) schedule for supervisor approval
• Submit the completed, signed application with class course(s) description to Human Resources for approval
• If your application is approved, submit a paid invoice with your name and course(s) on it to Human Resources for review
• One-half of allowable costs will be approved, HR will complete a Requisition for Payment Form and submit it to Accounts Payable, a check for the first half of payment will be sent to you
• Upon successful completion of the course(s), submit a transcript of grade(s) to Human Resources for review
• HR will complete a Requisition for Payment Form for the second half of payment and submit it to Accounts Payable, a check for the second half of payment will be sent to you

Section I: To be completed by the employee

<table>
<thead>
<tr>
<th>Employee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>Hire Date:</td>
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<tr>
<td>Contact Phone:</td>
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<table>
<thead>
<tr>
<th>Class Course Information</th>
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</thead>
<tbody>
<tr>
<td>Name of Institution:</td>
</tr>
<tr>
<td>Semester/Term:</td>
</tr>
<tr>
<td>Course Name and Dates:</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Course Expenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: $</td>
</tr>
<tr>
<td>Fees: $</td>
</tr>
<tr>
<td>Books/Materials: $</td>
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<tr>
<td>Total cost: $</td>
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</table>
Please Note:

- The program helps pay the cost of college or university courses-for-credit which are career-related. Career-related courses are those which directly improve your performance in your present position or which may qualify you for another job opportunity within the Institute.
- All regular employees who have completed their probationary period are eligible to apply for tuition assistance for career-related courses. Courses must be approved by Human Resources.
- The program provides up to $5,250 in tuition assistance each fiscal year (July 1 through June 30) towards the cost of tuition, books, registration, and laboratory fees for approved career-related courses. The Institute will pay fully for the first $1,500 of covered charges and will pay 75% of any remaining covered fees up to a maximum yearly benefit of $5,250.
- Upon approval of your request for tuition assistance, you will receive one-half of allowable costs. Upon successful completion of the course(s) and submission of a transcript of grade(s) to the Human Resources Office, you will be reimbursed for the remaining one-half of allowable costs. Some of these benefits may be taxable.
- All courses must be taken at times that do not coincide with your regular work schedule.

I certify that:

- The information I have provided on this form is true to the best of my knowledge.
- I further understand that failure to successfully complete any course(s) will result in an obligation to repay The Institute the amount of the first half of payment.

Employee Signature                                           Date

Section II: To be completed by Department Supervisor

Department Recommendation

[ ] Approved          [ ] Not approved

Reason:

Supervisor Signature                                           Date
Section III: To be completed by Human Resources

Human Resources Department Approval

This request is:

[ ] Approved [ ] Not approved

Reason (if not approved):

________________________________________  ____________________________
CHRO Signature                                   Date

The first half of payment (to be made before course(s) begins)

An eligible amount of $ __________________ is approved.  Date:

Notes:

________________________________________  ____________________________
Human Resources Signature                                   Date

The second half of payment (to be made after successful completion of course(s))

An eligible amount of $ __________________ is approved.  Date:

Notes:

________________________________________
Human Resources Signature                                   Date