

NORTH CENTRAL STATE COLLEGE

REQUEST FOR APPROVAL OF TUITION REIMBURSEMENT

- An employee who wishes to use the provisions of this program must submit a request for tuition reimbursement **before** completion of coursework.
- Coursework taken must have a clear, close relationship to employment at NC State College.
- Eligible fees for recipients include instruction and general fees up to 18 quarter hours or 12 semester hours per fiscal year. Eligible fees do not include application, matriculation, laboratory, parking, mileage, textbooks, supplies, or other fees.

You must read and understand the Tuition Reimbursement Plan Policy BEFORE filling out this form.

<i>Please complete the following information.</i>					
Employee name:					
Name of college or university you will attend:					
Degree:					
Course Number(s):	Course Title(s):	Date of Course		Credit Hrs	Quarter or Semester
		From	To		

- I have provided NC State with the course titles I expect to take and an explanation of my educational goals and how they relate to my job. I understand that I must first pay the tuition cost myself. I will furnish proof of payment of such tuition fees and grade(s) received. I also understand that tuition reimbursement will be made for any fiscal year only for those **courses completed by Spring Term** of that fiscal year. Employees will be given until **June 20 to submit all the required supporting data** to the Human Resource Office.
- **Failure to comply within the time limits stipulated above will result in forfeiture of reimbursement.**
- **I also understand that after the completion of the course(s), I am expected to remain employed at the College for a minimum of 12 months. Otherwise I will be held financially responsible for the amount of reimbursement received from the College.**

Employee Signature	Date
Approved: Dean/Director/Supervisor	Date
Approved: Vice President	Date

- *Amount of tuition reimbursement is dependent on total reimbursable dollars divided into the total budgeted dollars, but can never exceed 100% of fees paid. (See Tuition Reimbursement Plan Policy)*

Date Received in Human Resources: _____

Human Resource Representative: _____