



Application Submission Schedule

| | |
|------------------------------|-----------|
| Completed forms due to HR by | |
| Fall 2012-1 | 9/17/2012 |
| Spring 2012-2 | 1/31/2013 |
| Summer 2012-3 & 4 | 5/25/2013 |

TUITION REIMBURSEMENT PROGRAM APPLICATION - INSTRUCTIONAL

In order to participate in the Tuition Reimbursement Program, please complete this application with appropriate signatures, attach a paid receipt reflecting a zero balance and forward to the Office of Human Resources, no later than the beginning of the term for which you are seeking reimbursement. At the end of the term, please remember to submit an official grade report or an official transcript to Human Resources for reimbursement.

| EMPLOYEE INFORMATION | | |
|---|-----------|------------|
| Employee Name | MDID | Job Title |
| Campus | Phone No. | Department |
| Name of Institution/Training Center: | | |
| Address of Institution/Training Center: | | |

| COURSE INFORMATION | | | |
|--------------------|------------------------------|------------------|------------------------|
| Course No. | Course Title | Semester Credits | Cost |
| | | | |
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| | | | |
| | | | |
| Term: Year _____ | Fall Spring Summer | Course Level | Graduate Doctoral |

Instructional employees must pass the course (s) with a grade of "C" or better or "pass" in a pass/fail grading system.

The amount of reimbursement is limited to the FIU 2004-2005 rate not to exceed actual tuition. Books and incidental expenses are excluded.

[Click here for rules for reimbursement](#)

| TO BE COMPLETED BY HUMAN RESOURCES | |
|--|--|
| Payroll Classification: _____ | |
| Employment Start Date: _____ | Applicant's Signature (Required) |
| Semester Credit approved: _____ @ \$227.10 | Dept Chair/School Director (Required) Print Name Below |
| Estimate Amount: _____ | Academic Dean Signature (Required) Print Name Below |
| Actual Amount: _____ | |
| Instructional Up to 24 credits per academic year. | Benefits Administrator's Signature |