



**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 - NON-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. College Policy II-85 outlines eligibility requirements. 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
Term: Year _____	Fall      Spring      Summer	Course Level	Undergraduate      Graduate      Doctoral

I understand that tuition reimbursement is based on the successful completion of the course(s) indicated. Non-Instructional employees must pass the course with a grade of "B" or higher 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: _____	
Semester Credit approved: _____ @ \$97.12      _____ @ \$227.10	Applicant's Signature (Required)
Estimate Amount: _____	Supervisor Signature (Required) Print Name Below
Actual Amount: _____	
<b>Non-Instructional</b> Maximum eight (8) credits for each semester (Fall, Spring, Summer session A/B combined).	Benefits Administrator's Signature