



## GRADUATE TUITION REIMBURSEMENT FOR INSTRUCTIONAL EMPLOYEES PROGRAM APPLICATION

In order to participate in the Tuition Reimbursement Program, please complete this application, obtain all appropriate signatures and forward to the Human Resources Office. Dissertation credits are exempt from the semester limit, but are limited to the minimum number required by the particular program in which the employee is enrolled.

Please complete the following:

Name: \_\_\_\_\_ MDID: \_\_\_\_\_  
Campus: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone No: \_\_\_\_\_

Rationale: State rationale for your request, include relation of course(s) to your development as a professional employee at MDC:

Name of Institution:		Location:			
<b>Is this for Maintenance of Rank? Yes No</b>					
1.	Course No.	Course Title	Semester Credits	Cost	Term Start/End Date
<b>Is this for Maintenance of Rank? Yes No</b>					
2.	Course No.	Course Title	Semester Credits	Cost	Term Start/End Date
<b>Is this for Faculty Professional Development? Yes No</b>					
3.	Course No.	Course Title	Semester Credits	Cost	Term Start/End Date

I intend to work full-time while taking these courses.

I have requested leave. (Leaves require department/division/campus/district approvals)

I understand that tuition reimbursement is based on the successful completion (Grade "C" or higher) of the course(s) indicated. The amount of reimbursement for all courses, including professional development (formerly known as maintenance of rank) is limited to 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: \_\_\_\_\_ @ \$227.10  
Estimate Amount: \_\_\_\_\_ Actual Amount: \_\_\_\_\_  
(Maximum 6 semester credits per semester)

Benefits Administrator's Signature

Approval is for the year, term and courses listed above.

Applicant's Signature

Supervisor's Signature

Original to Human Resources. Retain a copy for your records.  
Revised 07/08

