



PROFESSIONAL EXEMPT CONTRACTUAL EMPLOYEES GRADUATE TUITION REIMBURSEMENT 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:

Table with 5 columns: Name of Institution, Location, Course No., Course Title, Semester Credits, Cost, Term Start/End Date. Includes three rows for course details and 'Is this for Maintenance of Rank?' checkboxes.

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 "B" or higher) of the course(s) indicated. The amount of reimbursement is limited to the FIU 2004-2005 graduate 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 8 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

