



PROFESSIONAL EXEMPT NON CONTRACTUAL AND SUPPORT NON EXEMPT EMPLOYEES UNDERGRADUATE AND GRADUATE TUITION REIMBURSEMENT PROGRAM APPLICATION

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 Human Resources Office at the beginning of the term in which you seek 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.

Please complete the following:

Name: MDID:
Campus: Department:
Phone No:

Name of Institution/Training Center:
Location of Institution/Training Center:

1.	Course No.	Course Title	Semester Credits	Cost	Term Start/End Date
2.	Course No.	Course Title	Semester Credits	Cost	Term Start/End Date
3.	Course No.	Course Title	Semester Credits	Cost	Term Start/End Date

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 rate not to exceed actual tuition. Books and incidental expenses are excluded. [Click here for rules for reimbursement.](#)

<p>To be completed by Human Resources</p> <p>Payroll Classification: _____</p> <p>Employment Start Date: _____</p> <p>Semester Credit approved:</p> <p>_____ @ \$97.12 _____ @ \$227.10</p> <p>Estimate Amount: _____ Actual Amount: _____</p> <p>(Maximum 8 semester credits per semester)</p> <hr/> <p>Benefits Administrator's Signature</p>

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

