



Exempt Other Employees
Tuition Reimbursement Request and
Education Plan Form

Deadlines for Submission

Cycle 1 - September 15

Cycle 2 - March 15

Name: _____ Datatel ID: _____

Course Name: _____ Institution: _____

Course Description: _____

Course Start Date: _____ Course End Date: _____

Tuition Amount: \$ _____ Book Amount: \$ _____ Total Expense: \$ _____

Cycle 1 (July 1 to December 31) Cycle 2 (January 1 to June 30)

Once the class is completed, you must provide proof of completion/grade received and proof of payment from the institution indicating cost of class and/or books. Both items must be submitted *within 30 days* of the end of the cycle to receive reimbursement.

Signature: _____ Date: _____

Human Resources Use Only

Amount Reimbursed: _____ FTE (if prorated): _____

Account Number: **01-33010-26431** _____ DVP Number: _____

Notes:

HR Representative Initials: _____ Date: _____