



Non-Instructional College Reimbursement

Instructions to applicant:

- 1) Please submit completed form with Administrator's signature for prior approval
- 2) Once course is completed submit the following within 30 days to be eligible for reimbursement:
 - a. Paid Account Summary for course taken and an Account Detail for current term including tuition amount, scholarships, and grants.
(if no scholarships or grants, account summary must indicate no financial aid)
 - b. Course Agreement from college showing credit hours for course taken
 - c. Grade card for course taken (course codes must match on all forms)
- 3) *If course is not passed or dropped please contact the HR Dept*
- 4) *A new application MUST be submitted if course is retaken*

Name:	ID#:
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Position:	Work Site:
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State Primary Responsibilities in Job Assignment: _____

Course Title:	Course Beginning Date:
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Course Prefix & Number:	Expected Ending Date:
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Name of Accredited College/University:
(Must be an Accredited College)

Semester/Quarter hours:	Under-Graduate yes no
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	Graduate yes no
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Participant's Signature:	Date:
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To Be Completed by Administrator/Supervisor

Recommended: _____	Not Recommended: _____
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I attest to the accuracy of Primary Responsibilities in Job Assignment as indicated above.

Administrator's name:	Signature	Date:
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Human Resources Office Use Only

Course Approved:	Course Not Approved:
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HR Manager Signature:	Date:
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Grade:	Letter Sent:	Amount Paid:	Amount Reimbursed:
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copies to: Personnel File Payroll Participant