

Date Rec'd _____ AMOUNT OF REIMBURSEMENT _____
 Account No. _____
 Credit Hours _____

**REQUEST FOR
TUITION REIMBURSEMENT**

Requests for tuition reimbursement **MUST** be submitted within 6 months of completing the course(s). A grade report showing the number of credits earned and a passing score of "C" or better is required for each course. Proof of payment from the institution is required. Copies of canceled checks are not acceptable.

1. Name _____ 2. PID No. _____ 3. Date of Request _____

4. Send payment to (check one) Mail Station: MS # _____
 Mailing Address: _____

5. College/University Name: _____ 6. Tuition rate charged per credit hour (excl. fees) _____

7. Courses to be reimbursed are: Graduate Undergraduate

8.	Course No.	Course Title	Month/Year Course Completed	Credit Hours to be Reimbursed
			/	
			/	
			/	
			/	
			/	
			/	
Total Credit Hours to be Reimbursed				

9. Grade report attached? Yes No

10. Proof of payment from the institution attached? Yes No

I hereby certify that I have been employed full-time at Palm Beach State College for at least 6 months and the tuition expense for the above course(s) were actually paid by me and not through another funding source such as a scholarship or grant. Employees can only be reimbursed for allowable credits taken in a fiscal year. However, employees have up to 6 months after completing the course(s) to submit it for reimbursement.

Person Requesting Reimbursement _____
 (Signature)

APPROVED:
 Director of Human Resources, Safety & Risk _____
 (Signature)