

HUMAN RESOURCES USE ONLY

Date Received _____ Total Reimbursement _____ Credit Hours _____

Amount paid from Accounts Payable _____ Account Number _____

Amount paid from Payroll _____ Account Number _____

**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.

26 U.S. Code § 127 allows tuition reimbursement up to \$5,250 per calendar year to be excluded from gross income. Any amount exceeding the IRS threshold will be subject to income taxes.

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

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

5. College/University Name: _____

6. Tuition rate charged per credit hour (excluding fees). Private and out-of-state universities will be paid at the FAU rate. _____

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:
Executive Director,
Human Resources _____
(Signature)