

**STAFF AND PROGRAM DEVELOPMENT
REQUEST FOR TUITION REIMBURSEMENT
OR CONFERENCE REGISTRATION**

INSTRUCTIONS: 1. This application must be submitted to the Staff and Program Development Coordinator prior to the end of the course or conference. Persons submitting applications after the end of the course or conference will not be reimbursed.

2. For reimbursement after a course, a document of completion such as a grade report or certification, and a receipt of payment, must be submitted. For reimbursement after a conference, a receipt of payment must be submitted.

1. Name _____ Employee ID _____
Department _____ Position _____
Date of Employment _____

COMPLETE SECTION 2 OR 3

2. Course Information (each course should be submitted on a separate form)

Course Name _____

Course Number _____ Semester Hours _____

Is course part of a degree program, _____ Doctoral? _____ Masters? _____ Bachelors? _____

Title of degree/certificate program _____

College/University/Training Agency _____

Dates: Beginning _____ Ending _____

Cost of Tuition (may not include books or fees) \$ _____

If tuition is prepaid by college:

I agree to complete the course and provide the college with proof of attendance and a final grade of "c" or better. If for any reason, I do not complete the course satisfactorily or do not furnish proof of completion, I will reimburse the college the full amount of the tuition advanced on my behalf.

Signature Date

3. Conference Information

Conference Title _____

Location _____ Dates: Beginning _____ Ending _____

Cost of Registration \$ _____

(Over)

If registration fee is prepaid by college:

I agree to attend the conference sessions and provide the college with proof of attendance. If for any reason, I fail to attend or cannot provide proof of attendance, I will reimburse the college for fees advanced on my behalf. I understand that if non-attendance is due to college duties mandated by a superior, no reimbursement will be required.

Signature Date

4. Purpose (why are you taking this course or attending this conference?)

5. Benefit to College (how will this course or conference aid you in your job?)

Applicant _____ Date _____

Signature

APPROVAL: _____

How will the course work or conference improve applicant's effectiveness?

Supervisor _____
Signature Date

Authorizing Signature _____
Signature Date

STAFF AND PROGRAM DEVELOPMENT COMMITTEE ACTION

Date _____ Approved _____

Not Approved _____

Signature of Authorizing Official