



Employee Tuition Reimbursement Application

**** Approval is subject to terms and conditions of the Eastern Kentucky University Tuition Reimbursement Program. ****

- ✓ Completed, signed, and approved *Employee Tuition Reimbursement Application* must be submitted to Human Resources no later than July 15 to be eligible for the academic year (fall, spring, summer).
- ✓ Attach course description(s).
- ✓ Attach official verification of the tuition amount per credit hour or course; books, fees, other expenses must not be included.
- ✓ Submit Application to: Human Resources, Attention Teri Begley, CPO 24A, Jones 120; or via email to: teri.begley@eku.edu.

Employee Identification Information: *(Please complete all items.)*

Name: _____ Date: _____ Title: _____
 Department: _____ Campus Ext: _____ EKU Email: _____
 EKU ID#: _____ Date of Hire Full-time: _____
 Supervisor: _____ Vice President: _____

Course/Degree Information: *(Please complete all items.)*

Begin Date: _____ End Date: _____ Delivery Method: Traditional/In-person Online

Institution: _____ City, State: _____

Degree Sought: Associate's Bachelor's Master's Doctoral

Course Information: *(Course description must be attached for each course listed.)*

<u>Course Name</u>	<u>Course Number</u>	<u>Credit Hours</u>	<u>Tuition Amount</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Total Tuition Amount: _____

**** Briefly explain how and why degree sought and this course are relevant and required for your current EKU position; including rationale and statement of your personal commitment to degree completion and how the University will benefit from your degree completion ****

(Please attach additional pages if necessary.)

As an employee of Eastern Kentucky University applying for participation in the Eastern Kentucky University Tuition Reimbursement Program, I agree and affirm the following:

1. **The degree sought is relevant to, and required for, my current EKU position and job duties;**
2. The coursework is from an accredited institution and meets the requirements for an associate's degree, a bachelor's degree, or a graduate degree;
3. The comparable degree or program is **not** offered or available from Eastern Kentucky University;
4. The degree sought is recommended and approved by my supervisor and appropriate EKU vice president;
5. All coursework will be scheduled to avoid interference with normally scheduled working hours;
6. I understand that I must maintain positive progress toward degree completion and maintain a grade point average of 2.0 or better for any undergraduate degree; and 3.0 for any graduate degree as evidenced by an official transcript or grade report;
7. I am currently actively employed at Eastern Kentucky University;
8. I have completed my new employee orientation;
9. I understand that Eastern Kentucky University will reimburse tuition expenditures up to only \$5,250 per calendar year;
10. I understand that I must adhere to all applicable University policies and procedures and must request reimbursement, submitting itemized receipts for billed tuition within sixty (60) days of course completion;
11. Funds shall not be duplicated through any federal or state government program; or another educational institution including scholarships, fellowships, incentive awards, grants; or benefits under the G.I. Bill of Rights or any other such similar programs;
12. I have provided rationale and an affirming statement regarding purpose, intent, and personal commitment to degree completion;
13. I agree that I may be subject to repayment of tuition reimbursements from the University if progress toward degree completion stops for any reason;
14. I agree to repay 100% of tuition expenses if I am separated from EKU within one (1) year of reimbursement; 75% of tuition expenses if separated from EKU within two (2) years of reimbursement; 50% of tuition expenses if separated from EKU within three (3) years of reimbursement; and 25% of tuition expenses if separated from EKU within four (4) years of reimbursement;
15. Employee Tuition Reimbursement Application **must be submitted no later than July 15.**

Employee Signature

Date

As supervisor of this employee, I affirm, to the best of my knowledge, that the information provided is accurate and true; and I affirm that this course work and the degree sought are relevant to the above-named employee's position and job duties at Eastern Kentucky University.

Supervisor Signature

Date

Vice President Signature

Date

Reimbursement Instructions:

Within sixty (60) days of completion of course work, submit the following to Human Resources:

- *Completed and signed Request for Reimbursement Form.*
- *Attach proof of payment of tuition charges. (i.e., student account statement of tuition charges and payments from the institution attended, copy of canceled check, credit card receipt, etc.)*
- *Attach proof of satisfactory course completion. (i.e., the employee has achieved a passing grade for the course and is maintaining positive progress toward degree completion.)*
- *Submit Request for Reimbursement Form to Human Resources, Attention Teri Begley, CPO 24A, Jones 120.*