



# Employee Tuition Reimbursement Form

**Reimbursement Instructions**

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

- ✓ Completed and signed Employee Tuition Reimbursement Form
- ✓ Attach proof of payment of tuition charges (student account statement of tuition charges and payments from the institution or itemized paid fee receipt showing zero balance for the semester)
- ✓ Attach proof of satisfactory course completion (course grade report)
- ✓ Submit Employee Tuition Reimbursement Form to Human Resources, Attention Teri Begley, CPO 24A, Jones 120; or via email to: [teri.begley@eku.edu](mailto:teri.begley@eku.edu).

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

Name \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Ext: \_\_\_\_\_ ECU Email: \_\_\_\_\_

EKU ID: \_\_\_\_\_ Approval Letter Date: \_\_\_\_\_

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

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Tuition Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Reimbursement Requested \_\_\_\_\_  
*(May not exceed \$5250 for Calendar Year)*

Institution: \_\_\_\_\_

Degree Sought: \_\_\_\_\_

Academic Program Name: \_\_\_\_\_

**Course/Program Continuation:** *(Please check one item.)*

\_\_\_\_\_ I am continuing progress to complete the degree and will be taking courses next semester

\_\_\_\_\_ I have successfully completed all degree requirements and my participation in the tuition reimbursement program is over

\_\_\_\_\_ My progress toward degree completion has stopped

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date