



Request for Educational Assistance Reimbursement	
Name:	Employee ID:
Phone Number:	Email Address:
Institution Name:	Degree:
Please attach a copy of the following required documentation: Approved copy of <i>Educational Assistance Application</i> Copy of receipt for purchase of required textbooks Copy of Official Bursar Account statement Copy of grade report or transcript	
Have you received any other non-loan form of educational financial assistance for expenses included in this reimbursement request? YES NO	
If yes, please describe the type and dollar amount of financial assistance received:	
Cost of Tuition:	+ \$
Cost of Textbooks:	+ \$
Cost of Fees:	+ \$
Less dollar amount of financial assistance received	– \$
Total amount of requested reimbursement: (not to exceed \$5,250 in a calendar year)	\$
Employee Certification	
By my signature below, I validate the accuracy and completeness of the above information. I understand that any intentional misinformation or omissions will be cause for appropriate disciplinary action, including forfeiture of future reimbursement benefit eligibility, up to and leading to termination.	
Employee Signature:	Date:
Check Request (to be completed by HR Shared Services)	
Requested by:	Date Requested:
Amount Requested: \$	YTD Reimbursements Received: \$
Amount of Reimbursement Remaining for Calendar Year: \$	
Direct Deposit	
Reimbursements will be direct deposited with your regular pay check and reflected as a non-taxable earnings payment on your pay advice.	