Tuition Assist Program

Instructions:

- Complete the Tuition Assist Program application prior to the start of class(es) and include descriptive information regarding the course(s) or degree program you wish to enter.
- You must show you have applied for FAFSA: Include a PDF of your FAFSA submission confirmation page from your online account.
- Meet with your department manager to discuss your tuition assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, the manager will grant preliminary approval.
- Submit the original signed form: Either print and drop it off or save it as a PDF and send via email to both your Administrator and Human Resources (HR) department for review.
- Once approved and upon completion of the course, submit a copy of your grade report and tuition receipt to the HR department. If the course is not successfully completed, payback of any advanced tuition will be arranged.

TUITION ASSIST PROGAM APPLICATION (fillable)

Date:

Employee name:

Department: Job title:

Course title or program

Course dates: to

Degree sought (if applicable):

Name of institution:

Address of institution:

Course Expenses:

Requested tuition: $

FAFSA completed   Yes   or No

Development objective (what long-term goal is this program/course intended to help you reach).

If seeking a degree, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion of each course and submission of the paid bill within 30 days thereafter. I further understand that failure to successfully complete any course(s) will result in an obligation to repay WISH the amount of tuition previously paid.

Employees leaving within one year of course or program completion must repay reimbursed amounts which will be deducted from the last paycheck. If the last paycheck is not enough to cover the cost, the employee will be responsible for payment to the facility directly.

Employee Signature

Date

DEPARTMENT MANAGER RECOMMENDATION

Approved   Not approved

Reason:

Does this application meet the established guidelines of the Tuition Assist Program policy?

Yes   No

Department manager signature   Date

ADMINISTRATOR APPROVAL

Approved   Not approved

Reason (if not approved):

Administrator signature   Date

REIMBURSEMENT
to be made after successful completion of course(s) C or better grade

Date:

Reimbursement in the amount of $ is approved.

Documentation of successful completion attached: Yes   No

Administrator signature   Date

ADVANCEMENT (if approved)
(to be made before course(s) begins)

Date:

Advance in the amount of $ is approved.

Administrator signature   Date