



## Employee Estimate of Tuition and Fees (per semester)

Name: \_\_\_\_\_ Ext: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

For more information on tuition reimbursement, see the Personnel and Policy Manual (6.1 and 6.3). Reimbursement will be awarded for tuition and fees only. List the courses you anticipate registering for in the upcoming semester (maximum of two courses per semester).

Prefix	No.	Section	Title	Tuition	Fees
<b>TOTAL ESTIMATED COSTS</b>				<b>\$</b>	

NOTE: Reimbursements are based on availability of funds.

Projected Graduation Date \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Assistant to the President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Code

\_\_\_\_\_  
Total Amount Approved