

## Staff Tuition Reimbursement Request for Payment

All requests for payment must be forwarded to Tufts Support Services for final approval within sixty (60) days of course completion. Attach a copy of official proof of passing the course (from the institution) and a copy of proof of payment for the course. Only tuition fees are reimbursable. This program does not duplicate other aid. Approval is limited to those courses or programs itemized on this form, and are subject to the terms of the Program.

Personal Information <small>Please Print</small>			School Information	
Employee Last Name	First Name	MI	School or Program Name	
Employee ID			Street Address	
Campus Address	Campus Phone Number	City	State	Zip Code

**Term of Semester:**  
(Month/Day/Year)  
Begin Date:  
End Date:

**Type of Course:**  
 Day  
 Evening  
 Correspondence

**Toward Degree of:**  
 Associate  
 Bachelor  
 Other:

**Expected Date of Degree:**  
(Month/Day/Year)  
Date:

### Course information

Course Title (List each separately)	Catalogue Number	Credit Hours	Tuition Cost
1.			
2.			
3.			

<b>Tuition Reimbursement</b>	\$		
	\$ (      )		<b>Tuition Total Less Other Aid</b>
	\$		<b>Total Covered Tuition</b>

In accordance with the Program, I certify that this statement of my costs is complete and accurate to the best of my knowledge and that I am receiving no financial assistance with this study except as stated here.

\_\_\_\_\_  
**Employee Signature** **Date**

Tufts Support Services Use Only	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied H.R. Signature :  Date:	Dept. I.D. U000001 Account 2237   \$

## Staff Tuition Reimbursement

### Application Process:

To apply for the Staff Tuition Reimbursement Program, please complete a Tuition Reimbursement Application and send it to [Tufts Support Services](#).

The application **must be received fifteen (15) days before you enroll or make a financial commitment.**

The following three items are required for the application to be considered complete:

- **A completed Tuition Reimbursement Application (with supervisor's signature).**
- **An Official Course Description (found in the institution's brochure/catalog).**
- **Verification of the Tuition cost (p/credit hour or per course) listed on the completed application.**

### Reimbursement Process:

Employees must complete the [Request for Payment](#) form and submit the form to [Tufts Support Services](#) **within 60 days of the completion of your course.** The Request for Payment form must be accompanied by:

- **Proof of payment of tuition charges (i.e. copy of a canceled check, credit card receipt, student account statement of charges and payments from the institution, etc.).**
- **Proof of Satisfactory Course Completion.\*\***  
\*\*Satisfactory Course Completion means that the employee has achieved a passing grade or course certificate. These documents will be used as verification for course completion.

Without the required attachments, a Request for Payment Form(s) will not be processed.

Requests for reimbursement will be processed and returned to the employee within a reasonable processing time. After processing is complete, reimbursement will be included in the employee's paycheck. The maximum reimbursement per fiscal year (July 1 through June 30) is \$4,000.00

The date of the actual reimbursement will determine the fiscal year to be affected.

For details on the Tuition Reimbursement Program visit the [HR Benefits Website](#)