



ADMINISTRATIVE DIRECTIVE

TUITION REIMBURSEMENT PROGRAM	NUMBER 2.01-11	PAGE 1 of 8
	EFFECTIVE DATE August 1, 2010	

I. PURPOSE

To provide tuition reimbursement to eligible employees and to describe the criteria for tuition reimbursement eligibility, reimbursement rates, and the process for requesting tuition reimbursement. The Human Resources Department retains administrative authority over the Tuition Reimbursement Program for all employees (except those who are City Court employees) including, but not limited to, the authority to adopt administrative procedures and determine eligibility for reimbursement and qualifying institutions. City Court will administer tuition reimbursement for City Court employees in accordance with this Administrative Directive ("AD").

The funding for the Tuition Reimbursement Program is subject to budgetary restrictions and reimbursement is contingent upon availability of funds.

II. POLICY

The objective of the program is to provide a means for employees to upgrade skills, become more efficient at work and to improve the quality of city services. To this end educational assistance is made available to eligible employees who have successfully completed education courses which are related to either their current position or to other work or services performed by the City of Tucson.

III. RELATED DEFINITIONS

A. Accreditation

Accreditation is the recognition by the U.S. Department of Education that an institution maintains standards requisite for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice. The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality, and that course credits are acceptable for transfer to other accredited institutions of higher learning.

B. Eligible Educational Institutions

This directive recognizes community colleges, four-year colleges and universities with regional accreditation and located in Arizona, and post-secondary trade and technical schools with national accreditation in Tucson, Arizona.

1. **Community College:** Community colleges are institutions of higher learning that award two-year Associates degrees, or that provide specialized classes not for a degree.



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2. **University:** A university is an institution of higher learning that awards undergraduate and advanced degrees. The undergraduate degree recognizes four years of study.
3. **Post-Secondary Trade or Technical School:** Post-secondary trade or technical schools include programs whose purpose is academic, vocational, and continuing professional education, and excludes adult basic education programs.

C. **Employment Status**

Employment status is defined as follows: Half-time is defined as working twenty (20) hours or more per week but less than 30 hours per week; three-quarter time is defined as working thirty (30) or more hours per week but less than 40-hours per week; and fulltime is defined as working forty (40) hours per week.

D. **Credit Hours**

Credit hours are defined as the number of credits/units earned at an eligible educational institution per semester, and is based upon the traditional academic standards of Arizona public colleges and universities.

IV. **ELIGIBILITY**

A. **Eligible Employees**

1. Permanent full time or permanent part-time (half-time and three-quarter time) employees who have successfully completed the probationary period of employment with the City. The employee must have successfully completed probation prior to beginning an educational course.
2. Mayor and Council or City Manager appointees, who have successfully completed one year of service. Appointees must complete one year of service prior to beginning an educational course.

B. **Eligible Courses and Institutions**

1. All courses must be related to either the employee's current position or to other work or services performed by the City of Tucson.



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2. All courses must be for a degree, certificate, or course credit from a regionally accredited college or university with teaching facilities physically located in Arizona. Course credits must be transferable to an Arizona public college or university. See Appendix A: Regionally Accredited Colleges/Universities in Arizona. Exceptions are:
 - a. Courses may be taken at a nationally accredited post-secondary trade or technical school with teaching facilities physically located in Tucson for an AA degree, diploma, certificate or course credit, but not for a Bachelor's Degree or Graduate Degree. See Appendix B: Nationally Accredited Post-Secondary Institutions in Tucson, for a list of eligible institutions.
 - b. Courses may be taken at out-of-state, regionally accredited four-year colleges and universities only as part of enrollment in a Pima Community College (PCC) Transfer Partnership. All PCC Transfer Partnership requirements must be fulfilled before transferring, and courses must be for Bachelor's degrees related to City of Tucson work and services. See Appendix C: Pima Community College Transfer Partnerships, for eligible PCC Partnerships institutions.
3. A maximum of one class (3 – 4 credit hours) per degree will be reimbursed for research, thesis, dissertation or capstone project.
4. Only courses with a grade of C or better, or a "pass" for Pass/Fail can be reimbursed.

C. Employee Responsibility

Prior to Beginning Course: Prior to beginning a course at a given educational institution and at the beginning of each academic term, the employee must submit:

1. A completed and signed 'Affidavit of Intent to Seek Tuition Reimbursement for the Current Term' (Appendix D) to the Human Resources Department.
2. A tuition reimbursement request online in the City of Tucson Employee University or COTEU (www.coteu.org) including a list of classes for pre-approval purposes. (Note: In completing the online request for pre-approval purposes enter 0 in the grade field and 0 in the credit hours field.)

Course Completion: Within 30 days of completion of the course, the employee must submit a complete online tuition reimbursement request, and a grade report or transcript. The tuition reimbursement request is submitted to the City of Tucson Employee University (www.coteu.org) and should include a list of all classes for which



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grades are being submitted. However, City Court employees will submit all reimbursement requests through the Court Administrator's office.

1. Complete online tuition reimbursement requests and include employment status, union eligibility, course relationship to City position, institution, degree, course number, course title, letter grade received, number of earned units, major/program of study, and expected graduation date.
2. Submit acceptable documentation of course grade such as: a class grade report, transcript, certificate, or instructor's statement indicating a grade of "C" or better. For a pass/fail course, a report indicating "pass" must be submitted as evidence of successful completion of a course in order to receive reimbursement.
3. Requests must be submitted within the same fiscal year the course was completed.

V. REIMBURSEMENT

Reimbursements will be paid at a prorated per-unit rate that is determined by the employee's status: half-time, three-quarter time or fulltime, and the educational institution from which the credit is earned. Employees will only be reimbursed for tuition costs and not for fees or books.

A. University Level Courses

Courses towards a four-year degree, master's or doctorate or individual relevant courses taken at a university will be reimbursed. Current reimbursement rates may be obtained through the City of Tucson Employee University (www.coteu.org).

B. Community College Level Courses

Courses towards an AA degree, or taken at a two-year college or at a post-secondary trade or technical school will be reimbursed at the tuition rate charged at Pima Community College. Community College reimbursement rates will be adjusted to correspond to any increases in Pima Community College tuition rates. Current reimbursement rates may be obtained through the City of Tucson Employee University (www.coteu.org).

C. Educational Assistance

Educational assistance through this program, after reimbursement or assistance from any other sources, may not equal more than 100% of the cost of the course. Thus employees who are receiving grants, scholarships, tuition or fee waivers, or reimbursement from other sources may be eligible for City of Tucson reimbursement



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only for those tuition costs that exceed educational assistance from other sources, and up to the limit established above. Student loans are not considered a grant.

D. Maximum Reimbursement Per Annum

Reimbursement is limited to \$1,500 per annum, or thirty (30) credits/units, which ever comes first, per employee per fiscal year (July 1 – June 30).

E. Tuition Reimbursement Subject to Maximum Amount Budgeted

Tuition reimbursement is subject to the maximum amount budgeted for each fiscal year. Reimbursement is contingent upon funding and may be denied if the budgeted allocation is expended prior to the end of any fiscal year.

F. Refund of Tuition Reimbursement

If an employee voluntarily resigns within twelve months after completing the course in which the employee received reimbursement, the employee will be responsible for refunding the tuition reimbursement received during the preceding 12 months to the City. The amount to be refunded will be prorated based upon the number of months worked since completing the reimbursed courses. The refund will be deducted from the employee's final paycheck.

VI. REIMBURSEMENT PROCESS

Reimbursement is a two step process. The first step is at the start of the term prior to beginning the course, and the second step is at the end of the term upon completing the course.

A. Prior to Beginning Course

1. Prior to beginning a course and at the start of the academic term, the employee will submit a signed 'Affidavit of Intent to Seek Tuition Reimbursement for the Current Term' and a tuition reimbursement request online in the City of Tucson Employee University (www.coteu.org).
2. Upon receipt of the Affidavit and online request, the Human Resources Department will review the request and Affidavit for the employee's acknowledgement of the requirements set forth in this AD. Approval for reimbursement eligibility is based upon the information submitted.
3. A request for reimbursement will not be accepted without a prior completed and signed Affidavit and online request.



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B. Course Completion

1. Within 30 days of completing the course, the employee will again submit an online tuition reimbursement request.
2. Upon receipt of the tuition reimbursement request, the Human Resources Department will review the request within 30 days, or as soon as administratively possible, and may request additional information or documents.
3. Upon completion of the review and approval, reimbursement will be issued in the paycheck for the pay period in which the request was approved, subject to budgetary restrictions and contingent upon availability of funds.
4. The Human Resources Department will decline the request if ineligible or if requirements for eligibility are not met.

C. If credits appearing on a completed online tuition reimbursement request form are a format (i.e., quarter hours) other than a traditional academic calendar, units will be converted to equivalent semester hours using Arizona public university standards for reimbursement purposes.

D. The City (and City Court for court employees) reserves the right, either before or after approving a request, to require documentation such as transcripts (unofficial or official), verification of academic program of study and plan (degree and major), verification of tuition payments (including paid invoices), scholarships and grants, tuition or fee waivers, or reimbursement from other sources received or declined, and/or to periodically audit tuition reimbursement participant documentation.

VII. TAX IMPLICATIONS

When required by Arizona State or Federal tax regulations, the City will deduct taxes from those payments that fit the category of taxable fringe benefits.

VIII. EXCLUSIONS

The following is a list of general exclusions. This list is not intended to be all inclusive and circumstances will be subject to review and approval by the Human Resources Department.

Tuition Reimbursement Program benefits are not available to:

- Non-permanent or probationary employees
- Employees on leave-without-pay status



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- Employees enrolled in courses/majors/degrees which do not relate to either their current positions or to other work or services performed by the City of Tucson
- Employees in the Tucson Supplemental Retirement System End-of-Service Program, or Public Safety Personnel Retirement System DROP Program who are in their final 12 months of employment with the City of Tucson
- Employees who plan to separate employment within a year of receiving tuition reimbursement
- Employees enrolled in an accredited, out-of-state college or university except those enrolled in a Pima Community College Transfer partnership
- Employees enrolled in colleges or universities, which do not have regional accreditation, and do not transfer credit successfully to an Arizona public college or university
- Employees enrolled in post-secondary technical or trade schools, which do not have national or regional accreditation, and are located OUTSIDE of Tucson
- Employees who prior to beginning a course and at the beginning of each academic term do not submit a completed and signed Affidavit of Intent (Appendix D) and a request online through the City of Tucson Employee University (www.coteu.org) for reimbursement
- Employees who at the completion of a course (within 30 days) do not submit tuition reimbursement requests online through the City of Tucson Employee University (www.coteu.org) and who do not submit acceptable documentation (requests, grade reports, etc.)
- Employees who do not receive a grade of C or better, or a Pass
- Employees requesting reimbursement for fees paid for licensing or certification classes and exams from non-academic (not-for-credit) programs or professional associations
- Employees who are receiving educational assistance (grants, scholarships) which in combination with City of Tucson tuition reimbursement, exceeds 100% of the cost of course tuition
- Employees submitting requests for courses which are eligible under the GI Bill or any other military educational program for reimbursement or waiver of tuition or fees, whether sponsored by the state or the federal government

**Forms Attached to
AD 2.01-1I**

Appendix A: List of Regionally Accredited Colleges and Universities in Arizona

Appendix B: List of Nationally Accredited Post-Secondary Trade or Technical Schools in Tucson

Appendix C: Pima Community College Transfer Partnerships

Appendix D: Affidavit of Intent to Seek Tuition Reimbursement for the Current Term.




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**Review Responsibility
And Frequency**

The Human Resources Director will review this directive annually,
based on date of publication.

Authorized



City Manager



Date

Regionally Accredited Colleges/Universities in Arizona
June 2010

School	Address			Accrediting Agency
American Indian College of the Assemblies of God Inc	10020 N 15th Ave	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Argosy University	2233 West Dunlap Ave.	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Arizona State University at the Tempe Campus	P.O. Box 2203	Tempe	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Arizona State University at Downtown Phoenix Campus	411 N. Central	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Arizona State University at Polytechnic Campus	7001 E. Williams Field Rd.	Mesa	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Arizona State University at the West Campus	4701 W. Thunderbird Rd.	Glendale	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Arizona Western College	2020 S. Avenue 8E	Yuma	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Central Arizona College	8470 N Overfield Rd	Coolidge	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Cochise College	4190 W Highway 80	Douglas	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Coconino County Community College	2800 S. Lone Tree Rd.	Flagstaff	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
DeVry University - Glendale Center	6751 N. Sunset Blvd.	Glendale	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
DeVry University - Mesa Center	1201 S. Alma School Rd.	Mesa	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
DeVry University - Phoenix Campus	2149 W. Dunlap Ave.	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Dine College	1 Circle Dr	Tsaile	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Eastern Arizona College	615 N. Stadium Ave.	Thatcher	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Embry-Riddle Aeronautical University	3700 Willow Creek Road	Prescott	AZ	Southern Association of Colleges and Schools, Commission on Colleges
Embry-Riddle Aeronautical University Tucson Center	5355 E. Granite Street, Davis Monthan AFB	Tucson	AZ	Southern Association of Colleges and Schools, Commission on Colleges
Everest College	10400 N. 25th Avenue, Suite 190	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Frank Lloyd Wright School of Architecture	12621 N. Frank Lloyd Wright Blvd.	Scottsdale	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission

Regionally Accredited Colleges/Universities in Arizona
June 2010

Appendix A
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Grand Canyon University	3300 W Camelback Rd	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community College System Office	2411 W 14th St	Tempe	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community Colleges - Chandler-Gilbert Community College	2626 E. Pecos Road	Chandler	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community Colleges - Estrella Mountain Community College	3000 North Dysart Road	Avondale	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community Colleges - Gateway Community College	108 N. 40th Street	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community Colleges - Glendale Community College	6000 W Olive Ave	Glendale	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community Colleges - Mesa Community College	1833 W Southern Ave	Mesa	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community Colleges - Paradise Valley Community College	18401 N 32nd Street	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community Colleges - Phoenix College	1202 W. Thomas Road	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community Colleges - Rio Salado Community College	2323 W. 14th Street	Tempe	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community Colleges - Scottsdale Community College	9000 E. Chaparral Rd.	Scottsdale	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Maricopa Community Colleges - South Mountain Community College	70850 S. 24th St.	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Mohave Community College	1971 Jagerson Ave	Kingman	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Mohave Community College - Lake Havasu Campus	1977 West Acoma Blvd	Lake Havasu City	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Northcentral University	505 W. Whipple St.	Prescott	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Northern Arizona University	P.O. Box 4092	Flagstaff	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Northern Arizona University - NAU YUMA Branch Campus	2020 S. Avenue East, P.O. Box 6236	Yuma	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Northland Pioneer College	103 N. First Ave	Holbrook	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Ottawa University Phoenix	10020 N. 25th Ave.	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Park University	Davis-Monthan AFB Campus Center	Tucson	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission

Regionally Accredited Colleges/Universities in Arizona
June 2010

Park University	Luke AFB Campus Center	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Pima Community College	2202 W Anklam Rd	Tucson	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Prescott College	220 Grove Ave	Prescott	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Southwestern College	2625 E. Cactus Rd.	Phoenix	AZ	North Central Association of Colleges and Schools, Association for Biblical Higher Education, Commission on Accreditation
The Art Center Design College-Tucson	2525 N Country Club Rd	Tucson	AZ	North Central Association of Colleges and Schools, Accrediting Commission of Career Schools and Colleges of Technology
Thunderbird-The Garvin School of International Management	15249 N 59th Ave	Glendale	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Tohono O'Odham Community College	Highway 86, Mile Post 115.5 N	Sells	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Troy University (Western Region)	5355 E. Granite Street, Davis Monthan AFB	Tucson	AZ	Southern Association of Colleges and Schools, Commission on Colleges
University of Advancing Technology	2625 W Baseline Rd	Tempe	AZ	Pre-Accredited for North Central Association of Colleges and Schools, Accrediting Council for Independent Colleges and Schools,
University of Arizona	1401 E University	Tucson	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
University of Arizona South	1140 N. Colombo Ave.	Sierra Vista	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
University of Phoenix	4635 East Elwood Street	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Wayland Baptist University	6235 East Broadway	Tucson	AZ	Southern Association of Colleges and Schools, Commission on Colleges
Western International University	9215 N Black Cyn Hwy	Phoenix	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission
Yavapai College	1100 E Sheldon St	Prescott	AZ	North Central Association of Colleges and Schools, The Higher Learning Commission

**Nationally Accredited Post-Secondary Institutes in Tucson
For Certificate, Diploma and AA Degrees ONLY
June 2010**

**Appendix B
2.01-11**

School	Address			Accrediting Agency
Brown Mackie College - Tucson	4585 E Speedway Blvd Suite 204	Tucson	AZ	Accrediting Council for Independent Colleges and Schools
IIA College - Tucson (online)	5441 E. 22nd St. Ste. 125	Tucson	AZ	Accrediting Council for Independent Colleges and Schools
ITT Technical Institute - Tucson	1455 W. River Rd	Tucson	AZ	Accrediting Council for Independent Colleges and Schools
The Art Institute of Tucson	5099 East Grant Road	Tucson	AZ	Accrediting Council for Independent Colleges and Schools
Tucson College	7310 E 22nd St	Tucson	AZ	Accrediting Council for Independent Colleges and Schools

The City of Tucson Tuition Reimbursement Program will honor tuition reimbursement requests for certificates, diplomas and AA Degrees ONLY for the above institutions. Credits may NOT transfer to Bachelor Degree Programs at regionally accredited colleges and universities in Arizona.

**Pima Community College Transfer Partnerships
July 2010**

Institution	Address	City	State	Accrediting Agency
Bellevue University	1000 Galvin Rd S	Bellevue	NE	North Central Association of Colleges and Schools, The Higher Learning Commission
Capella University	225 S 6th St	Minneapolis	MN	North Central Association of Colleges and Schools, The Higher Learning Commission
Eastern New Mexico University	1500 S Ave K	Portales	NM	North Central Association of Colleges and Schools, The Higher Learning Commission
Jones International University	9697 E Mineral Ave	Centennial	CO	North Central Association of Colleges and Schools, The Higher Learning Commission
Strayer University	1133 15th St NW	Washington	DC	Middle States Association of Colleges and Schools, Commission on Higher Education
University of Maryland		College Park	MD	Middle States Association of Colleges and Schools, Commission on Higher Education

Courses and degrees at these institutions are eligible for reimbursement ONLY as part of enrollment in a Pima Community College Transfer Partnership. Courses and degrees must also meet eligibility requirements described in the Tuition Reimbursement Administrative Directive.

City of Tucson Affidavit of Intent to Seek Tuition Reimbursement for the Current Term:

I hereby declare:

My Employment Status

- I am a permanent employee and I have passed probation (i.e., not a probationary employee).
- I am not on leave-without-pay status.
- I am submitting for a course/major/degree which relates to either my current position or to other work or services performed by the City of Tucson.
- I am not in the final 12 months of TSRS End-of-Service or PSPRS Drop, nor am I in my final 12 months of employment prior to retirement from the City of Tucson.

Separation from City Employment

- I do not plan to separate employment within 12 months of receiving this reimbursement.
- I understand if I voluntarily separate employment from the City of Tucson, that any reimbursement I have received for classes completed within last 12 months must be refunded to the city on a prorated basis.

Eligible Institutions

- I am submitting for an eligible institution:
 - o Listed in Appendices A or B of Tuition Reimbursement A.D. 2.01-1I (i.e., regionally accredited college or university with physical facilities in Arizona, or a nationally accredited post-secondary institution with physical location in Tucson, AZ.), or
 - o Listed in Appendix C of Tuition Reimbursement AD 2.01-1I (Pima Community College Transfer Partnership).

Deadline for Submitting Request/Documentation

- I understand that upon completion of my course (within 30 days) I must submit my request online in the City of Tucson Employee University (www.coteu.org) using the tuition reimbursement request form, and correctly checked my employment status (fulltime, ¾ time, ½ time).
- I understand the City reserves the right, either before or after approving a request, to require documentation such as transcripts (unofficial or official), verification of academic program of study and plan (degree and major), and verification of tuition payments (including paid invoices), scholarships and grants received or declined, and/or to periodically audit tuition reimbursement participant documentation.

Dollar & Credit Cap

- I understand that my reimbursements are limited to \$1,500 per annum, or thirty (30) credits/units, which ever comes first, each fiscal year (July 1 – June 30), and that reimbursement requests must be submitted in the same fiscal year as the courses were completed.
- I understand tuition reimbursement is subject to the maximum amount budgeted for each fiscal year. Reimbursements may be denied if the budgeted allocation is expended prior to the end of any fiscal year.

Grants, Scholarships, Military Benefit, Other Reimbursements

- I have not received grants or scholarships (not including student loans) for tuition payments for which I am seeking reimbursement. I understand that I may seek reimbursement only for the difference between the scholarship award and the tuition cost, not to exceed the applicable reimbursement rates set forth in the AD.
- I am not eligible nor have I received reimbursement or a waiver under any state or federal sponsored military education entitlement program including but not limited to: Montgomery GI Bill, Post-9-11 GI Bill, or Arizona National Guard reimbursement benefits.
- I further understand the failure to abide by these requirements, or the failure to produce requested documents may result in the reversal of any tuition reimbursement requests for the term(s) in question.

Submit: I certify that I meet all the above requirements and that I have answered truthfully.

Signature	Employee ID#	Print Name	Date
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