



Tuition Reimbursement
ADVANCED APPROVAL REQUEST

Directions: Submit 3 copies of this application to Human Resources along with documentation from the college/university demonstrating your educational plan. Applications should be submitted by April 1st for coming academic year. Notification of approval/denial will be completed by May.

Applications may be submitted after the April deadline and will be considered pending availability of funds. The committee will take into consideration applicants who were awarded funds but did not successfully complete their course.

Employee Name: _____ **Date of Hire:** _____

Department: _____

College/University Attending: _____

Please list the courses, number of credit hours and semester to be taken.

Course: _____ # of Credit Hours: _____ Semester: _____

Course: _____ # of Credit Hours: _____ Semester: _____

Course: _____ # of Credit Hours: _____ Semester: _____

Course: _____ # of Credit Hours: _____ Semester: _____

I agree to continue my employment for a period of one (1) year following the conclusion of each course covered, or refund the tuition payment on a pro-rated basis. This reimbursement may be taken from my final pay before leaving Jackson Community College.

Employee Signature **Date**

The committee has reviewed and approved the following courses:

Course: _____ # of Credit Hours: _____ Semester: _____

Course: _____ # of Credit Hours: _____ Semester: _____

Course: _____ # of Credit Hours: _____ Semester: _____

Course: _____ # of Credit Hours: _____ Semester: _____

Course: _____ # of Credit Hours: _____ Semester: _____

Executive Director of HR **Date**

Cc: _____ Employee _____ Personnel File



CAREER PLAN

How do you plan to utilize the skills acquired through this coursework within Jackson Community College?

If you have been approved for tuition reimbursement in the past, how have the courses taken assisted you with your current or desired position?

Supervisor comments of support (optional):

Supervisor Signature

Date