

TUITION REIMBURSEMENT REQUEST

Persons requesting financial support from Vincennes University for tuition reimbursement are to complete all applicable sections of this form. When completed, this form is to be submitted along with any additional requested paperwork for approval. The original copy of this completed form should then be forwarded to the Provost's Office by the college/area initiating the request. If you are working to complete your graduate or doctorate degree, please attach your degree plan.

CRITERIA FOR TUITION REIMBURSEMENT:

First consideration will be given to:

- those taking classes at an accredited Indiana institution of higher education
- those taking classes to achieve certification in order to teach coursework offered at VU
- those taking classes to upgrade their degree for use in their current position at VU
- those taking classes to upgrade their degree in order to teach at a higher level at VU due to accreditation requirements.

If approved, those taking on line courses at out of state universities are eligible to receive a partial "one time" reimbursement for the academic year.

Filling out the application is not a guarantee that personnel will receive any kind of reimbursement.

1. **Term course(s) are to be completed:**
2. **Course Name and Number** (Before reimbursement can be completed, a copy of proof of registration in the course(s) must be submitted to the Provost's Office along with grades for the course(s) taken:
3. **Official Course Description** (The course descriptions need to accompany this form):
4. **Institution where the course will be taken:**
5. **Total Cost of tuition for the course(s)** (A copy of the invoice from the school where you are taking the course needs to accompany your request):

Tuition and book costs can be included for reimbursement. We will not reimburse for fees associated with the courses or travel and lodging that may be associated with the courses.

Rationale: Include a brief, BUT SPECIFIC, statement regarding how you expect this coursework will contribute to the job you are currently performing for your department, college, and the University at large.

Please complete **APPROVAL TO TAKE COURSEWORK DURING WORKING HOURS** and attach to your Tuition Reimbursement Request.

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|---|--|--|---|
| Fund <input style="width: 100px;" type="text"/> | Org <input style="width: 100px;" type="text"/> | Account <input style="width: 100px;" type="text"/> | (to be completed by the Provost's Office) |
|---|--|--|---|

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|--|---|---|
| Applicant's Printed Name | Applicant Signature | Date |
| Approved <input style="width: 40px; height: 20px;" type="checkbox"/> | Disapproved <input style="width: 40px; height: 20px;" type="checkbox"/> | \$ Approved |
| College Dean or Direct Supervisor | <input style="width: 40px; height: 20px;" type="checkbox"/> | Date <input style="width: 100px;" type="text"/> |
| Provost | <input style="width: 40px; height: 20px;" type="checkbox"/> | Date <input style="width: 100px;" type="text"/> |

| To be completed by the Provost | Amount Approved by the Provost |
|--------------------------------|--------------------------------|
| Approved for Fall Semester | |
| Approved for Spring Semester | |
| Approved for Summer Semester | |