TUITION REIMBURSEMENT APPLICATION

This application is to be completed prior to the beginning of the term by regular full-time employee who is requesting reimbursement for classes taken at SDSU or any recognized higher education institution. A copy of the course description must accompany this application. Both the Supervisor and Director must approve and sign this application based on the attached guidelines. The completed and signed form must be sent to the Human Resources Department for review and then will submitted to the Executive Director for approval.

Name: ____________________________ Department: ____________________________

Job Title: ____________________________

SCHOOL INFORMATION:

Name of College/University: ____________________________

Program of Study: ____________________________

☐ Undergraduate ☐ Graduate ☐ Other ____________________________

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<tr>
<th>University</th>
<th>Course Name</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Semester</th>
<th># of Units</th>
<th>Total Amount</th>
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SEMESTER GUIDE:

Regardless of your higher education institution’s terminology.

If you course begins January 1 through May 15, it is considered a SPRING Semester course.

If you course begins May 16 through August 14, it is considered a SUMMER Semester course.

If you course begins August 15 through December 31, it is considered a FALL Semester course.

Check One: ☐ Course(s) will be taken on employee’s own time.

☐ Course(s) will be taken during working schedule with Supervisor approval (signature required).

Reason for Course(s); if job related, please explain how:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SIGNATURES:

Employee Date Supervisor Date

Division Director Date Executive Director Date

PAYMENT PROCESS:

Within 30 days of course completion, submit the following to the Human Resources Department:

• Official course grade (2.0 or C, or better).
• Itemized receipt of fees paid, listing course name, units and tuition per unit.

At that time, this request will be processed as a non-taxable reimbursement through Payroll.

HUMAN RESOURCES USE ONLY:

Tuition Receipt Received Date ________________ HR Initials ________________

Proof of Grade Received Date ________________ HR Initials ________________

Reimbursement Submitted to Payroll Date ________________ HR Initials ________________
Supervisor/Director Guidelines
for Evaluation of Applications for Tuition Reimbursement:

General Information:
• Awards given for one term at a time with no guarantee for subsequent terms. To receive consideration, employees must reapply each term.

• Length of time since last approved application for course fee reimbursement may be a factor in determining final awards, within overall available funding.

• Amount of award not to exceed cost of fees for 6 units or less in regular session at SDSU. This includes courses attended at other colleges/universities.

• Reimbursement granted only upon submittal of written evidence of successful completion of course (official college/university report with a grade of “C” or better.)

1st Priority: Employed full-time*, minimum one year of continuous full-time employment with Associated Students at beginning of term in which application is made; recommendation of supervisor is required. For multiple requests within the same department, supervisor may consider additional criteria such as financial need, length of employment (seniority) and/or grade point average.

*partial-year or half-time employees will be considered, however amount of award will be calculated on basis of percentage of full-time employment, e.g., half-time position can receive maximum of 50% reimbursement, etc.

2nd Priority: Written evidence that courses directly relate to the employee’s duties such as re-certifications, certifications, credentials, licenses, etc. and required or desirable to maintain current professional standing.

3rd Priority: Written evidence of foreseeable tangible benefit to the A.S. in the form of coursework directly related but not required for the employee’s performance of their job duties and responsibilities.

4th Priority: Written evidence that pursuit of advanced degree(s) or proficiencies in employee’s area of work responsibilities or internal career goals will benefit the organization, but are not required for performance of employee’s current job duties and responsibilities.