



Tuition Reimbursement Request

For information on the tuition reimbursement program refer to: Tuition Reimbursement Policy

A Tuition Reimbursement Request Form **must** be completed prior to registering for a course.

Complete **Section I** of the Tuition Reimbursement Request form completely. Forms requiring additional information will be returned to you and may result in delays.

Obtain your supervisor's approval as well as that of your HR director/department head as required by your Wesleyan Homes, Inc.

Note to supervisors, directors and department heads: Approval of tuition reimbursement requests must be in accordance with the requirements found in Tuition Reimbursement Policy as follows:

- Education program must have relevance to the mission of Wesleyan Homes.
- There is a mutual benefit to the employee's career and the long-term interests of the Wesleyan Homes, Inc.
- There is a reasonable expectation that the employee shall remain in the employ of the Wesleyan Homes, Inc. for a sufficient period of time to provide a fair return for the education costs.
- The proposed curriculum and timetable are realistic.
- The department/division's work needs can be met during an employee absence while attending classes.

Send the completed and signed form to the Human Resources for approval. Form must be submitted at least three weeks before registration. The approved original forms will be returned to you to be retained until the end of the quarter/semester.

If you cannot enroll in a class listed on the Tuition Reimbursement Request form, inform the Coordinator as soon as you register by emailing martinez@wesleyanhomes.org and send a copy to your supervisor. Explain the reason for not enrolling (e.g., class full, class not offered this quarter/semester) and provide the relevant information for any substituted class.

To receive reimbursement for tuition, complete **Section II** of the Tuition Reimbursement Request form and submit this to the Coordinator within 45 days of completion of the course. Include a copy of your grades and receipt(s). Reimbursement will be sent to you from the Accounts Payable Office for courses in which you received a satisfactory grade.

If you did not receive a satisfactory grade for any course for which you have requested reimbursement, the cost of the units or a prorated amount of the tuition will not be reimbursed.

Wesleyan Homes Tuition Reimbursement Request

For policy information see *Tuition Reimbursement*.

Section 1

Employee Information			
Last Name	First	M.I.	Today's Date ____ / ____ / ____
Department/Division			Start Date ____ / ____ / ____
Supervisor's Name & Extension			
Your Title			

Educator Information			
Name of Institution			
Course Type	<input type="checkbox"/> In-person	<input type="checkbox"/> Online	<input type="checkbox"/> Other _____
Term(s) (Check appropriate boxes)	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring <input type="checkbox"/> Summer
Term Measurement	<input type="checkbox"/> Quarter	<input type="checkbox"/> Semester	<input type="checkbox"/> Year
Term Dates	____ / ____ / ____ to ____ / ____ / ____		

Coursework			
<input type="checkbox"/> Tier 1: College Degree or Specialty Certificate		<input type="checkbox"/> Tier 2: Coursework Only	
Course Title, Course #	Credit Units	Fee	Schedule
			<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri Time _____
Course Title, Course #	Credit Units	Fee	Schedule
			<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri Time _____
Course Title, Course #	Credit Units	Fee	Schedule
			<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri Time _____
Is this Coursework part of an approved Academic Plan on file? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, explain how the course is related to the mission of Wesleyan Homes.			

Why is this coursework important to you?

In 200 to 300 words, please explain why completing this coursework is important to you:

Eligibility

I am receiving Financial Aid (If yes, provide documentation and amount applied) Yes No

**Employee cannot request more than 16 hours of PTO per semester to cover time away from work for class.
Employee must have a sufficient PTO balance to accommodate request. Check one of the boxes below.**

- Course times **can** be accommodated outside my normal working hours. I will not need to request time off with pay.
- Course times **cannot** be accommodated outside my normal working hours. I will need to request time off with pay.

I understand that I am solely responsible for payment of taxes as a result of any reimbursement for education that may be found to be taxable. I understand also that Wesleyan Homes, Inc. tax withholding policy and any decision to withhold or not withhold taxes from educational reimbursements to me do not constitute tax advice and I agree to hold Wesleyan Homes, Inc. harmless from any claim associated with Wesleyan Homes, Inc. withholding of payroll taxes. I will submit grades and receipts within 45 days of the end of the term to the Tuition Assistance Program Coordinator.

Employee Signature _____ Date ____ / ____ / ____

Supervisor Signature _____ Date ____ / ____ / ____

Tuition Assistance Coordinator Signature _____ Date ____ / ____ / ____

Section 2

I hereby request reimbursement for the above classes. Attached is the required documentation reflecting course completion and grades.

Final Grades and Reimbursement	
Course Title, Course #	Final Grade
Course Title, Course #	Final Grade
Course Title, Course #	Final Grade

Employee Signature _____ Date ____ / ____ / ____

Tuition Assistance Program Coordinator Only

_____ is authorized for \$ _____ full/partial reimbursement of fees.

Tuition Assistance Coordinator Signature _____ Date ____ / ____ / ____