

**TUITION REIMBURSEMENT PROGRAM
APPROVAL AND REIMBURSEMENT REQUEST**

Each course enrollment requires RTA approval for Tuition Reimbursement eligibility per the Tuition Reimbursement Program (HR1) policy that requires that the applying employee forward this request to the Tuition Reimbursement Program Coordinator **no later than four (4) weeks after the course's start date.**

EMPLOYEE INFORMATION

Name:	Badge #:
Job Title:	Hired Date:
Department:	Dept. #:
Work Phone #:	Home/Cell#:
Email:	Mail Stop:
Union Representation Status (Please Name Union):	

EDUCATIONAL INFORMATION

Name of School:			
Course Title:		Unit(s):	
Start Date:		End Date:	
Type of Coursework: Undergraduate Graduate Certificate Other			

Educational/Degree Objective:

STATEMENT OF UNDERSTANDING

I, _____ agree that upon receipt of my tuition reimbursement, I will apply the full reimbursement amount to my college education costs, including loans. I understand I must submit my tuition costs, grade report, and any other applicable documentation to the Tuition Reimbursement Program Coordinator **within eight (8) weeks after the course's end date.** If I voluntarily leave RTA within six (6) months after receiving reimbursement, I must repay in full the reimbursement received for this course.

Employee Signature:

Date:

APPROVALS:

Supervisor/Manager Signature:

**Tuition Reimbursement Program
Coordinator Signature:**