

Employee Tuition Assistance Reimbursement Request

Recipient Information

Name: _____ Employee ID: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____
 Department: _____

Course Information

College/Institution: _____
 Semester: _____ Year: _____

Course Number:	Course Title:	Grade:
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Only pre-approved courses are eligible for reimbursement.
- Courses must receive the following grades to be eligible for reimbursement:
 - **Associates:** C or higher
 - **Undergraduate:** C or higher
 - **Graduate:** B or higher
 - **Pass/Fail:** Course result and a copy of the institution's grading policy
 - **Certification/Licensure/Ungraded:** Documentation of successful completion

Tuition Information

Total Semester Tuition Cost: _____ Tuition Amount Paid by Recipient: _____
 (Does not include fees, books, etc.)

Breakdown of Additional Assistance (ex: Federal Pell Grant, Federal SEOG, scholarships, etc. This DOES NOT include student loans.)

Type of Assistance: _____ Amount: _____
 Type of Assistance: _____ Amount: _____

Reimbursement Information

Amount Requested: _____ *TUITION COSTS ONLY. No other charges or fees.*

- Maximum reimbursable amount: \$3,000 total per academic year (Fall, Spring, Summer).
- Checks are mailed through USPS

Confirmation

I agree to the attached ETA terms and conditions, which includes possible repayment information if I voluntarily leave Wake Tech. These terms and conditions were provided on the application and the Foundation's ETA webpage.

 Please accept my Electronic Signature

 Date of Request
 m/d/yyyy

Please email these items to **both Lesia Johnson** lkjohnson@waketech.edu and foundation@waketech.edu as **.pdf files only**. No other file types will be accepted.

1. This completed Reimbursement Request form.
2. A grade report or an unofficial transcript which shows your name.
3. A full financial statement showing this semester's tuition costs and payments.



Employee Tuition Assistance Reimbursement Request

Terms & Conditions

- Applications received by the 10th of the month will receive a decision by the 10th of the following month.
- Approved employees may receive no more than a total of \$3,000 from Tuition Assistance within one academic year (Fall, Spring, Summer).
- ETA covers tuition costs only. Student fees, books, etc., are ineligible for reimbursement.
- Payments are awarded on a reimbursement basis. You must pay for class(es) up front and request reimbursement at the end of the course.
- Courses are only reimbursable if the following grade is earned:
 - o **Associates:** C or higher
 - o **Undergraduate:** C or higher
 - o **Graduate/PhD:** B or higher
 - o **Pass/Fail:** Course result, accompanied by a copy of the institution's grading policy
 - o **Certification / Licensure / Ungraded:** Accompanied by documentation of successful completion
- Reimbursement requests must be submitted within 60 days of the course end date.
- Coursework must be pre-approved.
- Course changes must be submitted to the Foundation office before the course end date.
- Grants and/or scholarships from other sources may not equal or exceed tuition costs.

Repayment:

ETA recipients who voluntarily leave Wake Tech must repay the Foundation the total amount received during the academic year prior to their separation date. **This amount will be withheld from the employee's final paycheck.**