

**TUTION REIMBURSEMENT REQUEST
WITH EDUCATION PLAN**

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. Completing this form will allow the Provost, if approved, to designate reimbursements until the degree being sought has been earned. 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.

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.

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

1. **Institution where the courses will be taken:**

2. **Total Estimated Cost of tuition for the course(s)** (A copy of your Education Plan must be attached to his Request in order to be considered.) (An Education Plan Template may be found on the Provost Website, if needed):

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; if coursework is being done online, please indicate on the form.

Fund	<input style="width: 90%;" type="text"/>	Org	<input style="width: 90%;" type="text"/>	Account	<input style="width: 90%;" type="text"/>	(to be completed by the Provost's Office)
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Applicant's Printed Name

Applicant Signature

Date

Approved Disapproved

College Dean or Direct Supervisor

Date

Provost

Date

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

Applicant Printed Signature

Employment Department