

University of Houston Clear Lake

REQUEST FOR TUITION REIMBURSEMENT

Instructions: Please complete the form, print and sign it. **Department head signature is required for requests for reimbursement of course taken for professional development.** Forward form to the Office of Human Resources for approval. Enrollment in course does not guarantee reimbursement of tuition. You must also provide a copy of your fee statement. For UHCL courses, please go to Student Financials>Account Summary>Term-View Term Detail>Printer Friendly Term Summary.

Name: _____ Mail Box Code: _____

Home address: _____

Campus Phone: _____ Department Name: _____

Supervisor: _____ EmplID: _____

ELIGIBILITY INFORMATION:

Date of Hire at UHCL: _____
***Must have 6 months of continuous service**

Paid:	Monthly	Bi-Weekly	
My position is benefits-eligible:	YES	NO	
My fee statement is attached:	YES	NO	
I will be receiving Financial Aid	YES	NO	
	Graduate	Undergraduate	

COURSE INFORMATION:

Course Name (s): _____

Institution: _____

Semester: FALL SPRING SUMMER

Course Type: Degree Seeking Professional Development

Is the course(s) job related?
 Yes (code 126) No (code 453)

If course is being taken for professional development, please briefly describe benefits to department and/or university.

I have applied for College Release Time (CRT):

 YES NO

If yes, have you completed the CRT approval form?

 YES NO

Supervisor signature: _____
 (*Not required if degree seeking)

Employee signature: _____

Date _____

For Human Resources Only:	
Request Received:	Amt.
Approved By:	
Copy sent to employee:	
Payroll:	
Pay Period:	
Sequence #:	