

Instructions: Please complete the form, print, and sign it. 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. Resignation or termination before the conclusion of the semester makes the reimbursement approval null and void.

Name: _____ Employee ID Number: _____

Email address: _____ Department Name: _____

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

Graduate Undergraduate

COURSE INFORMATION:

Course Name (s): _____

Institution: _____

Semester: FALL SPRING SUMMER

Course Type: Degree Seeking

By signing this form I acknowledge that I am applying for the current semester of enrollment. I also acknowledge that it is my responsibility to turn in my grades at the conclusion of the semester. I understand that I must earn a C or better in undergraduate courses, and a B or better in graduate courses in order to receive reimbursement. Incomplete or dropped courses are not eligible for reimbursement. I understand that termination before the conclusion of the semester makes the approval for reimbursement null and void.

Employee signature: _____ Date _____

For Human Resources Only:	
	Amt
Approved By: _____	
Copy sent to employee: _____	
ePAR Submitted: _____	
eForm ID: _____	
Employee Paid: _____	