

1. Open the [Request Form](#).

****After the initiator opens the link (above or from HR webpage), they will be able to enter the details of the request. ****

2. **Initiator information:** this will be the name of whoever is completing the form.

PowerForm Signer Information

HR Tuition Reimbursement.
Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Employee

Your Name *
Full Name

Your Email *
Email Address

Begin Signing

3. If the **Electronic Record and Signature Disclosure** appears, check the box to acknowledge. Click **Continue**.

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE

Please follow the instructions to complete the form:

4. Click **Continue** to begin

Please review the documents below.

2. Submit this completed application at the beginning of each semester by the [Census Date](#).

Name (last, first, middle initial):

UHCL Email Address: Empl ID#:

UHCL Benefits-Eligible Employee: Yes No Date of Hire:

CONTINUE FINISH LATER OTHER ACTIONS

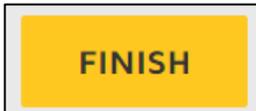
Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

GOT IT

5. Complete the **required fields** and **sign**.

Name (last, first, middle initial): <input type="text"/>		
UHCL Email Address: <input type="text"/>	Empl ID#: <input type="text"/>	
UHCL Benefits-Eligible Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Hire: <input type="text"/>	
Current Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: <input type="text"/>	
Course Title(s) and Number(s): <input type="text"/>		
I understand and agree to the following conditions of the UHCL Employee Tuition Reimbursement Program.		
<ul style="list-style-type: none"> • I have been a regular, full-time employee for six months prior to this application. • I am not on a Performance Improvement Plan. • I am in good academic standing; not on academic probation or suspension and have a cumulative Grade Point Average (GPA) of 2.0 for undergraduate and 3.0 graduate. • I am in good financial standing within the UH System. • I am submitting the Tuition Reimbursement Program Application by the indicated semester deadline. • My courses are part of a degree program at the University of Houston Clear Lake • I am enrolled in a minimum of three credit hours • Reimbursements shall be approved on a first come first served basis while funds are available. • Reimbursement shall be for designated tuition only. • Tuition covered by external governmental funding will not be covered. • I must be in an active employment status at the time of disbursement. 		
<input type="checkbox"/> I understand and acknowledge that after clearance from the departments listed below the official Approval or Denial email will be sent from Human Resources NOT DocuSign.		
Employee Printed Name: Melissa Pompa	Employee Signature: 	Date: 10/22/2024

6. When finished, click the **Finished** button at the bottom of the screen:



7. After all departments have reviewed the application, an approval or denial notice will be sent from Human Resources.