

Request for Tuition Reimbursement

Date _____

I am requesting tuition reimbursement for the college course listed below, and have attached the appropriate transcript and receipt for this course. I understand and agree to the terms of the tuition reimbursement policy and further understand that by accepting tuition reimbursement from the College I must remain in employment with the College for the length of the degree I earned while with the College or three years whichever is less. If I resign before I have fulfilled my time obligation, I must return a prorated percentage of the tuition assistance which I received.

<u>Semester</u>	<u>Course No.</u>	<u>College</u>	<u>Course Title</u>	<u>Semester Hrs.</u>	<u>CHARGES</u>
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 Employee Requesting Tuition Reimbursement:

Vice President of Student and Instructional Services:

Approved Not Approved

Signature: _____

President:

Approved Not Approved

Signature: _____

FORT HAYS TECH NORTH CENTRAL

BELOIT CAMPUS
 3033 U.S. Highway 24
 Beloit, KS 67420
 785-738-2276

HAYS CAMPUS
 2205 Wheatland Ave.
 Hays, KS 67601
 785-625-2437