

Application - Tuition Reimbursement
Due April 15

Name: _____ Date: _____

Division and Department: _____

School you will attend: _____ Degree sought (if any): _____

Is this request a continuation of a previously supported program? Yes / No

Semester and year that graduation is anticipated (if applicable) _____

Fill out for each course for which you are applying. This should include all courses for the next budget year, beginning with this upcoming summer and going through spring of next year. If necessary, you may include any additional courses for this budget year on the back of this sheet.

1. Name of course: _____ Semester _____ No.of Credits _____

Brief description of course:

2. Name of course: _____ Semester _____ No.of Credits _____

Brief description of course:

3. Name of course: _____ Semester _____ No.of Credits _____

Brief description of course:

Please be aware that we may not be able to cover all expenses. Books, fees, and materials are not included in grants for tuition reimbursement.

Cost per credit hour: _____ Number of credits per class: _____

Total amount requested: (cost per credit x number of credits requested) _____

On the back: Please describe how this program will benefit you, enhance your teaching, or contribute to the Garrison Forest community.

Signatures Required:

Division Head

Department Chair