



EMPLOYEE TUITION REIMBURSEMENT

Criteria:

1. Only courses not offered by Mid are eligible for tuition reimbursement.
2. Please refer to your respective bargaining unit agreement or Board Policy for information.
3. Verification of course completion with a 2.0 GPA, pass or credit is required.
4. Employees who receive educational assistance are obligated to continue their employment with the College for one calendar year following completion of the course(s) or to repay 1/12th of the amount reimbursed for each month short of the required year of service. Any monies owed will be deducted from the employee's last paycheck and/or benefit accrual cash out.

Instructions:

1. Complete employee section of form and provide to Supervisor for signature then submit to Human Resources.
2. Along with this form please submit the following document as relevant:
 - a. Copy of the degree program guide outlining the required courses
 - b. Copy of the course description (only applies if taking continuing ed courses and not enrolled in a degree program)
3. As you complete course(s) please submit a copy of the payment receipt and grade(s) to Human Resources. **The maximum annual amount to be reimbursed in a calendar year will be determined by the date the course is completed.**

TO BE COMPLETED BY EMPLOYEE:

Name: _____ Hire Date: _____

Department: _____ Position Title: _____

College Attending: _____

Degree Program: _____

Course is part of: Undergrad Master's Doctoral Other

How will approval of this request benefit you and your position with the college?

Employee Signature: _____ Date: _____

TO BE COMPLETED BY SUPERVISOR:

Approved Denied

Supervisor Signature: _____ Date: _____

TO BE COMPLETED BY HR:

Approved Denied

HR Signature: _____ Date: _____