

4. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a – d (below)?

Yes [] No []

- a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by the institution/school/Central Office for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.
- b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Institutions/schools/Central Office may provide reimbursement at the time fees are due.
- c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless make-up time is scheduled.
- d. It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the Office of Human Resources immediately.

Signed _____ Date _____
Applicant

Approved: (INSTITUTION/SCHOOL/CENTRAL OFFICE)

_____ Date _____
Departmental Chair or Director

_____ Date _____
Academic Dean or Administrative Officer

_____ Date _____
President/Chancellor

* If any exception to Guideline P-130 is requested, please explain the request below.