

This form is to be used for a department to reimburse an employee's tuition expense (up to 100% of tuition costs for a maximum of five credits of tuition per semester).

Additional Information about reimbursements can be found on page two of this form.

Employee Classification: Faculty Academic Staff University Staff (Classified)

Employee Name:	Person ID:
Department:	Employee Title:
Contact Email:	Contact Phone:

Course Information (To Be Completed by Employee):
Institution and Term to be Attended:
Estimated Amount Requested for Tuition Costs:
Course Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Other:
Course Title and Number of Credits:
Additional Financial Assistance Received : <input type="checkbox"/> Grants <input type="checkbox"/> Scholarships <input type="checkbox"/> Other <input type="checkbox"/> None
If Additional Assistance Received, Dollar Amount(s) and Source(s) of Assistance:

Supporting Documentation (To Be Completed by Employee):
1. Briefly explain the job-relatedness and performance improvement potential of proposed coursework:
2. If coursework must be taken during employee's normal working hours, briefly explain arrangements to make up for time not worked:

Reimbursement Information (To Be Completed by Supervisor):
Percentage/Fixed Amount Approved for Reimbursement:
Account to Charge:

Verification and Approvals - Obtain Dept. Chair/Supervisor, Dean/AVC, and Vice Chancellor signatures then route to Human Resources			
Employee (Verification)	Date	Dept Chair/Supervisor	Date
Dean/AVC	Date	Vice Chancellor	Date

Office Use Only

HR Employment Verified:

Confirmation Email:

Required Documentation Received for Reimbursement:

HR Employment Verified (prior to reimbursement):

Amount Approved By Student Financial Services:

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Important Information for the Employee:

- This form must be submitted before the start of the course.
- The employee is responsible for contacting the appropriate office to have segregated fees waived if the course is taken at any of the UW System comprehensive schools. To have UW Oshkosh segregated fees waived, contact Student Accounts at (920) 424-1334.
- Books, related supplies and segregated fees are not reimbursable, only tuition will be reimbursed. Tuition is reimbursed at the UW-Oshkosh resident rate (<http://adminsivices.uwosh.edu/student-financial-services/tuition-and-fees/>). Employees are responsible for tuition above the Oshkosh rate when attending another institution. An itemized receipt or statement of account showing tuition has been paid is required for reimbursement. Please submit documentation upon completion of the course for review and reimbursement calculation to Student Accounts, sa@uwosh.edu. Tuition will be reimbursed through the E-Reimbursement system (<http://adminsivices.uwosh.edu/financial-services/travel/e-reimbursement/>), the same system used for travel. Be sure to upload this form signed, documentation of the class completed (must match the course approved), and a receipt or statement of account showing the amount of tuition paid.
- Reimbursements of \$5,250.00 or more over the course of the calendar year may result in tax withholding on your paycheck (subject to the existing provisions of the Internal Revenue Service Codes). Employees are advised to consult the most recent IRS regulations as to the reporting and deducting criteria of reimbursements.
- This form must be signed by the employee (for verification of the initial request), the supervisor/Department Chair, the Dean/Assistant Vice Chancellor and the Vice Chancellor of the employee's division before being sent to Human Resources.