

**Instructions:**

Please read *Procedures for Completing Tuition Reimbursement/Loan* on the reverse side of this form. Then complete the employee portion of this page, make a photocopy for your records, and forward to your department head for approval. Approved forms must be submitted to your tuition coordinator **30 days prior** to the beginning of the school term.

Name			Hire Date		Employee No.		
SS#		Business Phone #			Home Phone #		
Entity			Department				
School		Semester Start /date		Semester End Date			
Degree/Certificate (e.g. Associates, Bachelors)				Major		Hours Required	
Course No. & Name		No. of Credit Hours	Cost per Hour	Activity Fees	Lab Fees	Cost of Books	Total Cost
Plan A Tuition Reimbursement				Plan B Tuition Loan – Payment Forgiveness			
<ul style="list-style-type: none"> <li>Pre-approval for course work</li> <li>100% reimbursement upon completion of course(s)</li> <li>Cost of books included</li> </ul>				<ul style="list-style-type: none"> <li>Request for Loan</li> <li>50% following successful completion of course</li> <li>50% one year after successful completion of course</li> <li>Cost of books included</li> </ul>			
Financial Aid (Scholarships, Grants, Loans) Type			Financial Aid Amount		I participate in the BJC Learning Account (LiLA) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Signatures							
Employee			Date				
Department Head / Supervisor				Date		<input type="checkbox"/> Approval <input type="checkbox"/> Denial	
I verify this individual is a <input type="checkbox"/> FULL-TIME or <input type="checkbox"/> PART-TIME benefits eligible employee. Has this employee received a formal disciplinary action within the last 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No    DATE: _____							
Human Resources Department Use Only							
Human Resources				Date		<input type="checkbox"/> Approval <input type="checkbox"/> Denial	
Amount Reimbursed / Authorized \$ _____		Date Submitted for Payment			YTD Available \$ _____		
Adjustment \$ _____		Payment to Employee			To be Taxed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Total Reimbursed / Authorized \$ _____		BJC Learning Account (LiLA)? <input type="checkbox"/> Yes <input type="checkbox"/> No					

**Please keep a photocopy of this form for your records and turn in original to: HUMAN RESOURCES**

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There are two (2) different tuition plans available to eligible employees depending on their present position and course of study.

**Plan A** – General Tuition Reimbursement

**Plan B** – Tuition Loan Program

You will be given a copy of the appropriate forms for your records.

### FORMS REQUIRED

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#### Plan A – General Tuition Reimbursement

- Application – Complete every term or semester. Approved forms must be submitted to your tuition coordinator 30 days prior to the beginning of the school term.
- Educational Tax Status Form – Complete once for your entire degree, unless you change majors (graduate level only).
- Course Plan – Complete once for your entire degree, unless you change majors.

#### Plan B – Tuition Loan Program

- Application – Complete every term or semester. Approved forms must be submitted to your tuition coordinator 30 days prior to the beginning of the school term.
- Loan Agreement – Complete once for your entire degree.
- Educational Tax Status Form – Complete once for your entire degree, unless you change majors (graduate level only).
- Course Plan – Complete once for your entire degree, unless you change majors.

### I INSTRUCTIONS

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- Complete all information on the Tuition Assistance Application every term or semester. Approved forms must be submitted to your tuition coordinator 30 days prior to the beginning of the school term. A separate form is required for each college or university you attend. Include actual semester start and end dates.
- Signature of the employee is required.
- Department management approval and signature is required.
- Submit completed form to Human Resources Department for approval and processing.
- Submit a statement from the school indicating courses applied for and cost (Plan B only).
- Submit receipt(s) for course related books to Human Resources Department for processing (Plan B only).

***Allow 2 to 4 weeks for processing. For Plan B participants a copy of the approval letter to the school will be sent to your home for your records.***

### II DUE UPON COURSE COMPLETION

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- Submit a grade report. If from the school's web site the printed copy should display employee's name and/or social security number.
- Submit an itemized fee statement from the college or university (Plan A only).
- Submit receipt(s) for course related books (Plan A only).
- Submit an itemized statement of any veteran's benefits, grants, or scholarship awards received for tuition or lab fees.
- Forward forms to the Human Resources Department within 30 days of semester end date.

***Employees are responsible for making certain their grades are submitted to tuition coordinator within 30 days from the semester end date for both plans.***