Casper College
Tuition Reimbursement Form – Administrative and Classified Employees

Directions: Employees use this form to request reimbursement for eligible educational expenses. Eligible expenses are tuition, class fees, and books. You must submit this form, a copy of your transcript and documentation of the expense (receipt/bill) no later than 30 days after the end of the semester reimbursement is being requested. The maximum semester reimbursement is $700 for up to three semesters per year (yearly maximum is $2,100). Employee must have a current Advance Degree Notification Form on file in Human Resources.

Name:_____   Date:_____

Job Title:_____   Department:_____

Amount being requested:_____   Dates/Semester of Class: _____

Explanation of tuition or class expenses (attach receipts/transcripts):_____

_____

Degree pursuing:_____

Level of education for degree being pursued (circle one):

Associates   Bachelors   Masters   Doctorate   Other:_____

Institution (School, College or University):_____

_____
Employee Signature

For an employee to be eligible for tuition reimbursement, the following criteria must be met:
- The Classified employee has been accepted into an associate's, bachelor's, or master's program at an institution of higher education that is accredited by a U.S. Department of Education's nationally recognized accrediting agency;
- The Administrative employee has been accepted into a bachelor's, master's, or doctorate program at an institution of higher education that is accredited by a U.S. Department of Education's nationally recognized accrediting agency;
- The degree must be at least one degree level higher than any academic degree the employee has earned prior to or after being employed by the college;
- The class must be a part of the program of study for the degree;
- Employees earn a C of better for undergraduate classes or a B or better for graduate classes;
- The employee has been currently employed at the college for 6 or more months.

Received – HR:_____ Once received and completed, attach requisition form and submit to Accounting and Financial Management for payment processing.

This form is drafted in accordance with the Tuition Assistance Policy. Consult this policy or contact Human Resources for more information.