

## REQUEST for Tuition Reimbursement

**STEP 1: Complete this section and sign your name where indicated. (PLEASE PRINT OR TYPE)**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Department/Elected Official Office: \_\_\_\_\_

Course Number or Title	Course Dates	Grade Received	Total \$ for Required Books	Total \$ per Course
			\$	\$
			\$	\$
			\$	\$
			\$	\$

Total Reimbursement Requested \$ \_\_\_\_\_

*I certify that the tuition cost(s) listed above are true and accurate.*

\_\_\_\_\_  
Employee Signature Date

**STEP 2: Obtain your immediate supervisor's approval; forward to Department Liaison.**

*I certify that the following information is attached:*       proof of grades  
 copy of fee bill/receipt of payment

\_\_\_\_\_  
Immediate Supervisor's Signature Date

**Step 3: Send this form to the Learning and Performance Department, Madison Lakes.**

*Payroll: please include in the next paycheck of \_\_\_\_\_ tuition reimbursement in the amount of \$ \_\_\_\_\_.*

Stephanie Marshall, Learning and Performance Specialist 225-6137 Date  
 Tamara Combs-McNew, Learning and Performance Director

*Remaining Balance for calendar year: \$ \_\_\_\_\_*

### ATTENTION!

By signing this document, you are indicating that you have read and accept all of the provisions of the Montgomery County tuition reimbursement policy. In accordance with this policy, in the event you should choose to terminate your employment within one year of the completion date of your last class, the amount you have been reimbursed during that year will be deducted from your last paycheck. Rev. 05/10/07