



Brigham Young University–Hawaii

REQUEST FOR TUITION REIMBURSEMENT (GRADUATE DEGREE)

1. Complete this form after successfully completing coursework and receiving grade(s).
2. Print and attach the following:
 - a. Copy of invoice /receipt showing tuition expense per credit.
 - b. Copy of grades for completed coursework to Human Resources.
3. Obtain signature of supervisor.
4. Submit to Human Resources.

EMPLOYEE INFORMATION

Employee Name	<input type="text"/>	Employee ID	<input type="text"/>
Job Category	<input type="text"/>	Department	<input type="text"/>

ENROLLMENT INFORMATION

Graduate Institution	<input type="text"/>	Semester	<input type="text"/>
Year	<input type="text"/>	Total Credits	<input type="text"/>

COURSE INFORMATION

Class	<input type="text"/>	Credits	<input type="text"/>
Amount Per Credit (\$)	<input type="text"/>	Total Amount (\$)	<input type="text"/>
Class	<input type="text"/>	Credits	<input type="text"/>
Amount Per Credit (\$)	<input type="text"/>	Total Amount (\$)	<input type="text"/>
Class	<input type="text"/>	Credits	<input type="text"/>
Amount Per Credit (\$)	<input type="text"/>	Total Amount (\$)	<input type="text"/>
Supervisor Name	<input type="text"/>	Cost Center	H:CC140010 General
Supervisor Signature	<input type="text"/>	Date	<input type="text"/>
Accounts Payable	<input type="text"/>	Payroll	<input type="text"/>

For HR Use Only

____ Verified employee's successful completion of the course(s) taken

Reimbursement calculation: _____ credits X \$ _____ per credit = \$ _____ / 2 = \$ _____

____ Approved _____ Not Approved

VP of Administration Signature _____ Printed Name _____

HR Signature _____ Date _____