



# 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.
3. Obtain signature of supervisor.
4. Submit to Human Resources.

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### EMPLOYEE INFORMATION

Employee Name	Employee ID
Job Category	Department

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### ENROLLMENT INFORMATION

Graduate Institution	Semester
Year	Total Credits

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### COURSE INFORMATION

Class / Credits	Amount / Credit
Total Amount ( \$ )	

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Class / Credits	Amount / Credit
Total Amount ( \$ )	

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Class / Credits	Amount / Credit
Total Amount ( \$ )	

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Supervisor Name	Department Account
Signature _____	Date _____

### For HR Use Only

Approved _____	Amount _____	Not Approved _____
VP Signature _____		Date: _____
HR Signature _____		Date: _____