



Employee Tuition Reimbursement Benefit

Employees must APPLY FOR APPROVAL for Tuition Reimbursement. A completed form must be submitted to Human Resources no earlier than two months prior to the start of class, and no later than fifteen (15) days before the start of the class/program.

The maximum reimbursement per fiscal year (July 1 through June 30) is \$3,000.00 toward **out of pocket tuition costs**. (If Pell or other grants or scholarships cover tuition costs there is no reimbursement.) Employees are required to apply for Pell if applicable.

Instructions for Completion:

1. Complete **Employee Tuition Reimbursement Benefit Application form** (supervisor's signature required)
2. Attach an official course description/curriculum from the school website/brochure/catalog
3. Attach official verification of the tuition cost (per credit hour or per course) from the school website/brochure/catalog (fees not covered)
4. Submit the completed form to Human Resources, Oakley Hall, Room 210 or email to humanresources@hocking.edu.

Approval by the College is required for any class or program. Please **do not assume** the benefit will be approved until verification is received.

Instructions for Reimbursement:

Once you have completed the approved course, you must submit the following to Human Resources within 30 days of completion:

1. Proof of payment of tuition charges (i.e. student account statement of tuition charges, scholarships or other payments to the account offsetting total costs, copy of a canceled check, credit card receipt).
2. Proof of Satisfactory Course Completion indicating you achieved a passing grade or course certificate.
3. Submit to: Human Resources, Oakley 210 or Email: humanresources@hocking.edu

Requests for reimbursement will be processed and returned to the employee within a reasonable processing time. After processing is complete, reimbursement will be mailed to the employee. The date of the actual reimbursement will determine the fiscal year to be affected.



Employee Tuition Reimbursement Benefit Application

Applications for Tuition Reimbursement must be submitted to Human Resources no earlier than two months prior to the start of class, but no later than fifteen (15) days before the start of the class/program.

Approval is subject to the terms of the Staff Employee Tuition Reimbursement Benefit Program.

- Complete Application
- Attach an official course description from the school website/catalog
- Attach verification of the tuition cost (p/credit hour or per course – fees not covered) from the school website/catalog
- Submit to: Human Resources, Oakley 210 Email: humanresources@hocking.edu

Personal Information		School/Program Attending Information	
Employee Last Name, First, MI		Name of School/Program	
Employee ID #	Campus Phone #	Street Address	City, State, Zip
Current Job Title:	Date of Hire Full-time	Website	

Education Plan

Course Dates:	Type of Course	Toward Degree of:
Begin Date:	In Class	Associate - Major:
	On-Line	Bachelor - Major:
End Date:		Masters - Major:
		Doctorate - Major:

Course Name **course descriptions must be attached**	Course #	Credit Hours	Tuition Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Please explain why this course/or degree is job related to your current position at Hocking College:

Employee Signature Date Supervisor Signature Date President Signature Date

