

## TUITION REIMBURSEMENT REQUEST FORM

For policy, eligibility, procedure & information about tax consequences, visit <http://gcu.cityofgainesville.org>

### Step 1:

Request approval from your Department Head for the class(es) you wish to take in accordance with the Tuition Reimbursement Policy Number B-1. Upon approval, keep this form until you are ready to request reimbursement.

Name: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

City Employee ID#: [Click here to enter text.](#)

**Class names:** [Click here to enter text.](#)

The reimbursement rate is \$212.67/credit hour for undergraduate and \$530.83/credit hour for graduate courses. Please note that you will be obligated to reimburse the City for any payments received within 12 months of a voluntary resignation.

I approve reimbursement for the class(es) in this request.  I disapprove your request.

Department Head: [Click here to enter text.](#) Date: [Click here to enter text.](#)

### Step 2:

Upon receipt of grades, submit this completed form along with your grades and itemized receipt of payment to Human Resources by fax (352-334-2291), email ([DG\\_HR\\_Learning&Development@cityofgainesville.org](mailto:DG_HR_Learning&Development@cityofgainesville.org)) or in person.

Work Full-Time?  Yes  No If No, % Part-Time: [Click here to enter text.](#)

I request reimbursement for [Click here to enter text.](#) credit hours.

Semester/Term dates: [\\_Click here to enter a date.](#) to [Click here to enter a date.](#) (MM/DD/YYYY)

Course Level:  Associate  Undergraduate  Graduate

Did you receive funding for tuition that you do not have to pay back (e.g. scholarships or grants)

Yes  No If Yes, how much of that amount was used toward tuition? \$[Click here to enter text.](#)

*DO NOT WRITE BELOW THIS LINE. LEARNING & DEVELOPMENT OFFICE USE ONLY*

School Code:

Course Code(s):

Credit Hours Accrued:

Tuition Amount Approved:

Date Payment Entered:

Book Amount: