

Pre-Approval Request for Tuition Reimbursement

Page 1 of 1

Employees must complete this form **prior to the beginning of each semester for approval by department administrators**. Courses that are not completed in a semester require the submission of a new approval form. Upon course completion, **remit to HR** a grade report or transcript, in addition to a financial aid report, in order to receive course reimbursement. Reimbursement will not exceed the SUNY tuition rate. Tuition reimbursement in a calendar year over \$5,250 is considered a taxable fringe benefit under IRS regulations. Tuition reimbursement up to \$5,250 is processed through Accounts Payable. Any tuition reimbursement above \$5,250 is processed through payroll and subject to payroll taxes. * Use one form per individual course.

EMPLOYEE INFORMATION

Name: _____ Date: _____

Position: _____

Department: _____

☐ FT ☐ PT If PT, then FTE _____

COURSE INFORMATION

University/College: _____

Degree Type: _____

Area of Study: _____

Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

Course No. : _____

Course Title : _____ ☐ Undergraduate

Course Credit Hours: _____ ☐ Graduate

Course Start Date: _____

Course Description :

Reason for enrollment in course:

Please note: Human Resources will send you a confirming email acknowledging receipt of this form. No reimbursement will be paid to you without this acknowledgement. If you do not receive a confirming email from Human Resources prior to the start of your course, please contact Julie Van Skiver in Human Resources at 352-2722 or jvanskiv@monroe2boces.org.

Employee name (print)

Employee signature

Date

DEPARTMENT ACTION

☐ Course is recommended

☐ Course is not recommended

Budget Code: _____

Department Administrator name

Department Administrator signature

Date

Assistant Superintendent for Human Resources name

Assistant Superintendent for Human Resources signature

Date