

Human Resources

Tuition Reimbursement Application



TCNJ
THE COLLEGE OF NEW JERSEY

Current Date

Tuition Reimbursement Applications are due **30 days** prior to beginning of each semester/session. Tuition reimbursement is only available to full time unclassified employees in the CWA Professional Unit, Non-unit administrators and all AFT members.

Name Employee ID *6 digit Number Found on Check or in YESS*

Last, First, Middle

Department Campus Phone Union Affiliation

Email Address

Address

City State Zip Code

I request reimbursement for course(s) to be taken: Semester academic year

Intended course(s) to be taken (twelve credits max). List below whether matriculated in a degree or certification program.

Degree Major

Institution where course(s) will be taken:

Course Name, Etc	<input type="text"/>	Credits	<input type="text"/>
Course Name, Etc	<input type="text"/>	Credits	<input type="text"/>
Course Name, Etc	<input type="text"/>	Credits	<input type="text"/>

Are the above course(s) required for a terminal degree or certification program?

- Registration in the above courses constitute continued enrollment in a terminal degree or certification program previously approved for Tuition Reimbursement
- Registration in the above courses represent initial enrollment in a terminal degree or certification program related to my assigned work duties.*
*List degree program, area of study and expected date of completion
- The above courses are related to my assigned work duties but are not associated with a terminal degree or certification program

Employee's Signature: Date:

For HR Use Only

Approved Disapproved

Human Resource's Signature: Date: