**Tuition Assistance Request Form**

Please complete this form through signature lines at bottom; send original form and supporting documents to Human Resources. **Forms must be completed and have received final approval prior to the start of the coursework.**

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| **Employee Information** | | |
| |  |  | | --- | --- | | Name: |  | | Position/Title: |  | | Dept./Unit: |  | | |  |  | | --- | --- | | Position Classification (check one): | Faculty | |  | Academic Staff/Limited | |  | University Staff | | |
| **Proposed Course Information** | | |
| |  |  | | --- | --- | | Course Title: |  | | Course Number: |  | | Institution Offering Course: |  | | Name of Degree (if pursuing): |  | | Course Start Date: |  | | Course End Date: |  | | Course Days and Times: |  | | |  |  | | --- | --- | | Number of Credits  *(normally maximum of 5 credits per term)(fall, spring, summer)* | | | Proposed Course is (check all that apply): | | |  | Graduate Course/Credit | |  | Undergraduate Course/Credit | |  | Non-Credit | |  | Career Related | |  | Job Related | | |
| **Tuition/Funding Information** | | |
| |  |  |  | | --- | --- | --- | | Total Tuition Cost and Fees: | | $ | | Total Tuition Cost (without Fees): | | $ | | Maximum Reimbursement: | | $ | | *Note: Maximum reimbursement is the lesser amount of:* | | | | •  • | *75% of tuition cost (UW Institution) or 50% (other Public Institution), OR*  *75% of tuition cost (UW Institution) or 50% (other Public Institution)  for the same credits at UW-Madison ($386.39 per undergraduate credit and $670.47 per graduate credit)  \* For UW-Madison cost of Business or Law credits, contact HR* | | | | | |  |  | | --- | --- | | **Funding Sources**: | | | Central Tuition Funds  *(up to $500 per fiscal year)*  Acct #: 102 400540 6 | $ | | Department Contribution  Acct #: | $ | | Total Reimbursement:  *(please add manually)* | $ | |
| **Required Attachments** | | |
| **Supporting statements from employee and supervisor addressing the following questions and any other comments:**   1. How does the proposed course of study relate to your job assignment/position duties or how will the course provide job or career related development and directly benefit UW-Green Bay? If pursuing a degree, attach outline of educational program and support of program by supervisor. 2. If the course is not through a UW institution, briefly explain why an alternative is not available at a UW institution. 3. If the course meets during your normal work hours, how will your work schedule be adapted?   **Fee or tuition statement (or estimate of costs)** | | |
| **Review and Signatures** | | |
| **Supervisor** reviews request, attaches a supporting statement identified above and forwards to **Dean/Division Head** who reviews request, signs, and forwards to Area Leader**. Area Leader** reviews request, signs and forwards to HR. You may wish to make a copy of the documents before forwarding them (to record the course, times, cost, etc.). HR will send e-mail notice of **approval** or **denial** to employee, supervisor, division head and area leader. To initiate the **reimbursement** process, employeesends approved tuition request form copy, official grade report, proof of paid tuition and signed [TER](http://www.wisconsin.edu/fadmin/document/ter2-12.xls) to Human Resources. | | |

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| Employee Signature | Date | In the event of a voluntary termination, the employee agrees, by his/her signature on this Tuition Assistance Request form, to repay all tuition assistance reimbursements paid during the prior 12 months from the effective date of termination. |
| Supervisor/Department Chair | Date | **If disapproved, state reason:**  (Forward to Division Head) |
| Dean/Division Head | Date | **If disapproved, state reason:**  (Forward to Area Leader) |
| Area Leader | Date | **If disapproved, state reason:**  (Forward to HR) |
| Review Committee | Date | **If disapproved, state reason:** |