



Administrative and Classified Employees

Application for Approval of Tuition Reimbursement

According to the Tuition Assistance Policy, all course work must be reviewed and approved by the supervisor, appropriate VP, and the President prior to beginning of the term for which you are requesting assistance. (See HCC Tuition Assistance Policy).

Name: Are you a full time employee? Yes No

Current Position at HCC: \_\_\_\_\_

Institution where course(s) will be taken: \_\_\_\_\_

Semester/Year course(s) will be taken: \_\_\_\_\_ Is this an Online course? Yes No

Course ID# and Course Name: \_\_\_\_\_ # of Credit Hours: \_\_\_\_\_

Level of Courses: Undergraduate Graduate Doctorate Other: \_\_\_\_\_

Is this course a part of a degree program?

Is yes, which program? \_\_\_\_\_

How is this coursework related to your current job function?

Estimated cost for coursework this term (per credit hour cost) \$ \_\_\_\_\_

I understand that if I leave HCC within one year of receiving tuition reimbursement, I shall be required to reimburse HCC for tuition assistance received within the past 12 months.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Recommends Yes No Supervisor Initials \_\_\_\_\_

If not recommended, please give reason: \_\_\_\_\_

Vice President Recommends Yes No Vice President Initials \_\_\_\_\_

If not recommended, please give reason: \_\_\_\_\_

President Approval: Approve Disapprove Signature \_\_\_\_\_

If not approved, please give reason: \_\_\_\_\_