



Name: \_\_\_\_\_ Department: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employee Group (please check one):

- Classified/FT    Classified/PT    Faculty    Adjunct    Management

SRJC Course: # \_\_\_\_\_ # of Units: \_\_\_\_\_

Semester/Year: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

How does this course relate to your job, or advancement of skill building (*brief statement*)?

\_\_\_\_\_  
\_\_\_\_\_

**Reimbursement Amount Requested:**

Number of Approved Units: \_\_\_\_\_

*Maximum 6 units per semester*

Enrollment Fee per unit: \_\_\_\_\_

*Enrollment fees or portion of fees covered by other scholarships or waivers cannot be reimbursed under this program. Health fees are not included. Contact Accounting to waive the Student Health Fee.*

Total Requested Reimbursement: \$ \_\_\_\_\_

Courses must be taken and completed with a **letter grade of C or higher to be eligible for reimbursement. Courses taken for P/NP are not eligible for reimbursement.** Upon completion of the above course(s), submit a copy of the final grade(s) to Human Resources in order to receive your Fee Reimbursement. Checks will be mailed directly to the applicant's home address. Allow 4-6 weeks for payment. **All tuition reimbursement forms must be submitted by or within the current fiscal year.**

\_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Classified/Management: Send to Direct Supervisor for Signature**

**Faculty/Adjunct-Send to Dean for Signature** (Deans: Please provide a copy of the completed form to the appropriate Department Chair)

**Classified Employees please fill out the following section:**

Will you be utilizing release time? Yes \_\_\_\_\_ No \_\_\_\_\_

How many hours do you work per week? \_\_\_\_\_

**Proposed Work Schedule (Include Lunch Breaks)**

Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_