

E. Tuition Reimbursement Documentation

To receive tuition reimbursement, employees must complete and submit an application for tuition reimbursement to the Human Resources office prior to the established semester deadlines. The application for tuition reimbursement must include the cost of the course(s), books, and fees, and amount of aid, if any received to assist with covering these costs. Subsidized and unsubsidized federal loan information does not need to be included. An unofficial transcript or grade report indicating the grade(s) earned must also be included.

Quarterly students will be paid twice a year. The summer and fall grades will be submitted by January 10th. The winter and spring grades will be submitted by June 10th.

An employee will only receive tuition reimbursement from UTTC after providing proof of successfully completing each semester, including providing proof of employee of meeting the grade requirements of subsection II(D) of this Policy for which the employee is to receive tuition reimbursement assistance.