



# National Church Residences

EXCELLENCE THAT TRANSFORMS LIVES

## Tuition Application Form

Employees considering the use of tuition assistance should submit an Application for Tuition Assistance to their supervisor by April 30<sup>th</sup> during the budgeting process for the fiscal year beginning July 1<sup>st</sup>. All applications will be considered based on funds. The tuition refund and course work must be approved in writing by the employee's supervisor and the Vice President of Human Resources prior to the start of coursework. Tuition refund will be for class fees only and does not include books, travel expenses or other fees. Employees will be reimbursed upon successful completion of the class and only if a minimum grade of "C" for undergraduate courses or a minimum of a "B" for graduate work. The tuition refund will be reimbursed at 80% of the class fee up to \$1,500 per fiscal year.

### EMPLOYEE INFORMATION

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

Date of hire: \_\_\_\_\_

Job Title: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

### COURSEWORK INFORMATION

Course of Study: \_\_\_\_\_

Dates of Course of Study: \_\_\_\_\_

Name of Educational Facility: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Please state your goal in continuing your education: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Please note: ***In order to be eligible for tuition refund, you must be in your current position one (1) year. You must be in good standing, with no corrective counselings in your personnel file within the last 6 months. Employees must complete one (1) additional year of service with National Church Residences after the end of the reimbursed coursework. Employees who terminate voluntarily or involuntarily before one (1) year, will be required to repay the full tuition refund through payroll deduction from their final paycheck or through arrangements with Human Resources. Please refer to the Employee Information Guide (EIG) for additional information.***