



National Church Residences

EXCELLENCE THAT TRANSFORMS LIVES

Tuition Expense Reimbursement Form

Reimbursement for tuition costs will 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 "B" for graduate work. Reimbursement for tuition costs will be at 80% of the class fee. Proof of tuition expense and course grade must be submitted within 30 days of completion. Employees are required to complete one (1) additional year of service with National Church Residences after the end of reimbursed course work. Employees not meeting the one (1) year service requirement must repay the full tuition reimbursement amount through payroll deduction from their final paycheck or through arrangements made with Human Resources.

EMPLOYEE INFORMATION

Name: _____

Street Address: _____

City, State and Zip Code: _____

REIMBURSEMENT INFORMATION

Course of Study: _____

Dates of Course of Study: _____

Name of Educational Facility: _____

Amount requested for Reimbursement*: _____

Date of Request: _____

****Requests for reimbursement take approximately two (2) weeks to process. If approved, a check will be issued and mailed to the address listed above.**

Employee's Signature

Date

Employee's immediate Supervisor

Date

Administrator

Date

Human Resources

Date

*Please note: ***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.***