

## Request for Tuition Assistance For William Jewell College Staff

In accordance with the policy, <b>Tuition Assistance for Staff</b> , this form must be submitted and approved <b><u>prior to</u></b> enrollment in any coursework submitted for reimbursement. Deadline for submission: March 1 for the next academic year.	
Employee Name:	Date of Hire:
Position Title:	
Supervisor:	Department Officer:
Date of Admission:	Projected Date of Graduation:
Requests must be directly related to your job. Please provide justification here including a degree program curriculum outline (attach additional sheet if necessary):	
<b>The tuition assistance for William Jewell College staff is a taxable benefit that is reimbursed only through the payroll system. An approved Tuition Assistance Reimbursement Request form must be submitted for reimbursement at least two weeks prior to a scheduled payroll date.</b>	
Employee Signature:	Date:
Supervisor Approval:	Date:
Officer Approval:	Date:
Human Resources:	Date:
VP, Finance and Administration:	Date: