MMC   Tuition Assistance - Reimbursement Request

NOTE: Pre-approval of tuition reimbursement must be received prior to beginning the degree program.

Employee Information

Name: _____   Date: _____

Department: _____

Title: _____   Supervisor: _____

Course Information

Institution Name: _____

Degree: ☐ Master's degree   ☐ Doctorate

Term (check all applicable boxes): ☐ Fall ☐ Winter ☐ Spring ☐ Summer   Year: _____

Program of Study: _____

Course #	Course Title	Course Start Date	Course End Date	# Credits	Meeting Time	Tuition
					Total	

You must submit this form and the following documentations within 30 days of completion of the course to Human Resources:
☐ Copy of final grade
☐ Copy of tuition receipt
☐ Copy of course syllabus
☐ Employee Status Change Form requesting amount of reimbursement

Employee Conditions

The courses above are required as part of the approved program in which I am currently enrolled. I understand that if my employment with Marymount Manhattan College terminates before the completion of a semester for reasons other than a disability, the benefit will be revoked and I will be responsible for the full amount of tuition charges for the semester.

_____   _____

Employee Signature   Date

_____   _____

Human Resources Department   Date

*Refer to complete Tuition Reimbursement Policy for requirements.