Eastern Michigan University
Vocational Training Reimbursement Form

Part I Eligibility Requirements

To Be Completed by the Appropriate Department Head.

An employee shall be eligible for tuition reimbursement if he/she satisfies the following terms and conditions:

1. Employee must be a regular employee in the **AFSCME** bargaining unit or a seniority employee of the **Professional/Technical** bargaining unit prior to the first day of classes of the semester for which he/she plans to register.

   Union Member: (check one) _____ Yes _____ No

2. The employee must have received no prior disciplinary action within the preceding 24 month period. (At department's discretion, this restriction may be waived for PT employees.)

   Disciplines: (check one) _____ Yes _____ No

3. The department must have sufficient money in the departmental budget to fund the tuition reimbursement.

   Department Budget: (check one) _____ Funds are available. _____ Funds are not available.

4. The course is related to the employee's job.

   _____ Yes _____ No

5. Employee submitted the completed application for tuition reimbursement to department not less than five (5) days prior to the last day of registration.

   _____ Yes _____ No

Part II Vocational Training Course Information

To Be Completed by Employee

Department Account No._____ and Object Code _____
(get from department)

Name _____

Home Address _____
(number and street) (city) (state) (zip)

Phone _____ Social Security No. _____

Classification Rank _____ Percentage of Appointment _____ Date of Hire _____

Course Name _____

Describe job related nature of course: _____

_____

Name of the institution offering course _____

Credit Hours_____ Dates/Duration of Courses: Beginning Date _____ Ending Date _____

Course Confirmation Must Be Attached
(Verification From Institution)

Cost of Tuition per Credit Hour: $ _____

Original Receipt Must Be Attached

Part III Important Information

Must Be Read Before Signing

This Vocational Training Reimbursement covers tuition only. It does not cover fees, books, or supplies. The employee must present evidence of satisfactory completion of the course to initiate the reimbursement. The employee agrees that the vocational training reimbursement shall be forfeited under the terms and conditions hereinafter provided:

A. The employee voluntarily terminates his/her employment with the University prior to the completion of the course for which he/she is enrolled.

B. The employee fails to complete a course within the semester in which it is taken, or fails to provide to the department head, within thirty (30) calendar days of the end of the semester in which the course is taken, evidence of a grade of "C" or "Pass."

C. The employee withdraws from a course after the date specified in the Course Bulletin for one hundred percent (100%) tuition refund. Exceptions may be made by the department head upon showing evidence of rejection of tuition appeal through the Student Accounting Office of the approved institution and upon showing of appropriate cause by the employee (e.g., prolonged incapacitating illness, unanticipated conflict between the employee's work schedule and course he/she is enrolled in, etc.).

_____ _____
Employee's Signature Date Signed

Part IV Approval or Denial **To Be Completed by Department**

Eligibility Requirement Met: _____ Yes _____ No Final Grade and Date: _____ _____

Approval of Reimbursement / Denial of Reimbursement
(circle one)

Reason for Denial: _____

_____

_____ _____
Signature of Department Head Date