SAMUEL MERRITT COLLEGE
Employee Benefits Program
EDUCATION ASSISTANCE AND TUITION REIMBURSEMENT PLAN
Type or print

EDUCATION REIMBURSEMENT APPLICATION

Name _____ SS# _____ Date _____
Address _____ City _____ State _____ Zip _____
Employee # _____ Dept. Name _____ Dept. Cost Center _____

INSTRUCTIONS

Prior to Enrollment in Course(s)

1. Discuss proposed courses with your supervisor and Dean/Director to determine if they are job-related and eligible for reimbursement. Reimbursement covers tuition, fees and textbooks only.
   NOTE: Only course work from regionally accredited colleges is eligible for reimbursement.
2. Complete following section of form listing school, course(s) and title(s), dates and tuition.
3. Submit form for approval by your supervisor and Dean/Director or next level. A copy will be returned to you upon final approval by the Dean/Director

After Completion of Course(s)

1. Complete reverse side of Education Reimbursement application form; attach all original itemized receipts, grades (reimbursement will be given for grades of "C" or better, Credit/No Credit classes are eligible for reimbursement only if Credit is awarded for achievement of C level performance or higher), copy of canceled check(s) or money order(s) and forward to your Dean/Director for approval. Retain a copy for your personal file.
2. Reimbursement takes three weeks. Reimbursement is limited to 70% of covered costs not to exceed $1,200 per within Samuel Merritt College's fiscal year.

SCHOOL	TITLE	COURSE #	CREDITS	TUITION	DATES Start	DATES Complete

How does the course (or degree) contribute to your current job performance or career goals at Samuel Merritt College?

_____

Degree Program to which courses apply (if applicable): _____

Major: _____

Degree: BA/BS _____ Master's _____ Doctoral _____

Employee's Signature: _____

DEPARTMENTAL PRE-APPROVAL

The proposed courses are considered to be directly related to the employee's work and/or career plans and will be beneficial in the performance of his/her job.

SUPERVISOR _____ **DATE** _____ **DEAN/DIRECTOR** _____ **DATE** _____

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Please complete the following verification information and return to the Dean/Director of your division for prompt processing of reimbursement of covered costs. Tuition, fees, and textbook costs are covered by the plan (copies of grades, tuition, canceled checks and receipts must be attached). Reimbursement is limited to 70% (prorated for part-time employees) of covered costs not to exceed $1,200 within Samuel Merritt College's fiscal year.

A. Completed Course Title	Grade	Credits	Tuition	Fees	Textbooks
			$	$	$
			$	$	$

FOR COMPLETION BY THE HUMAN RESOURCES DEPT.

EDUCATION ASSISTANCE PLAN REIMBURSEMENT RECAP

TOTAL COSTS $ _____

REIMBURSEMENT $ _____ X .70

TOTAL REIMBURSEMENT $ _____

TAX INFORMATION

Federal Income Tax and Social Security Tax may be withheld on reimbursement for educational expenses. Please inquire with the Director of Finance if you have questions about current regulations on tuition reimbursement.