



APPLICATION FOR TUITION REIMBURSEMENT for non-IIT courses

Attention: the completed and signed application must be submitted along with verification of registration and tuition costs at the beginning of the course period.

Please send the completed documents to Human Resources, 13th Floor of the Michael Paul Galvin Tower.

Fall 20

Winter 20

Spring 20

Summer 20

Employee Name

CWID (A number)

Date

Position/Department

Supervisor's Name

Extension

Institution Attending

Courses to be taken (list all)

\$ _____
Tuition Cost

Duration of Course

Please answer the following question:

HOW WILL THIS COURSE ENHANCE YOUR CURRENT JOB SKILLS AND/OR YOUR CAREER AT IIT?

I certify that I have completed one year of full-time, benefits-eligible staff employment with IIT. I further certify that I have received, read, understand and agree to comply with the provisions of the IIT TUITION REIMBURSEMENT POLICY.

I understand that in order to receive reimbursement for the course taken (100% of undergraduate or 50% of graduate courses), I must earn a grade of A or B. If the course is only offered on a pass/fail basis, a pass grade is required. I also understand that I must remain at IIT for one year following reimbursement for a course.

Employee signature

Date

Supervisor's signature

Date

For use by HR:

Approval for Tuition Reimbursement

Amount Approved

Date