

**Request for Tuition Assistance
For William Jewell College Staff**

In accordance with the policy, **Tuition Assistance for Staff**, this form must be submitted and approved **prior to** enrollment in any coursework submitted for reimbursement. Deadline for submission: March 1 for the next academic year.

Employee Name:	Date of Hire:
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Position Title:

Supervisor:	Department Officer:
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Date of Admission:	Projected Date of Graduation:
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Requests must be directly related to your job. Please provide justification here including a degree program curriculum outline (attach additional sheet if necessary):

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.

Employee Signature:	Date:
Supervisor Approval:	Date:
Officer Approval:	Date:
Human Resources:	Date:
VP, Finance and Administration:	Date: