



WWW.ASA.EDU

# TUITION REIMBURSEMENT REQUEST FORM

## EMPLOYEE INFORMATION

|             |   |               |
|-------------|---|---------------|
| Name:       | Employee ID#:   | Request Date: |
| Job Title:  | <input type="checkbox"/> Faculty <input type="checkbox"/> Staff |               |
| Department: | Employee FT Status Date:  |               |

## SCHOOL INFORMATION

|   |   |                           |
|---|---|---------------------------|
| Name of School:   | Name of Program:  | Semester:                 |
| Pursued College Degree:   | <input type="checkbox"/> Associate <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate |                           |
| Classes ( <i>Must total 6 credits minimum per semester</i> ):   |   |                           |
| Name and # _____  | Credits _____   | Grade _____               |
| Name and # _____  | Credits _____   | Grade _____               |
| Name and # _____  | Credits _____   | Grade _____               |
| Name and # _____  | Credits _____   | Grade _____               |
| <b>Total Credits</b> _____  |   | <b>Semester GPA</b> _____ |
| I have provided supportive documentation (original bursar receipt, official transcript) and attest that the above is correct to the best of my knowledge. |   |                           |
| Employee Signature: _____   |   | Date: _____               |

## HUMAN RESOURCES AND BUSINESS OFFICE VERIFICATION

|                  |
|------------------|
| Calculation:     |
|                  |
|                  |
|                  |
| <b>Total \$:</b> |

HR Review: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Review: \_\_\_\_\_ Date: \_\_\_\_\_

## PAYMENT APPROVAL

Division SVP/VP: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

**DOWNTOWN BROOKLYN**  
 81 Willoughby Street  
 Brooklyn, NY 11201  
 Tel.: 718 - 522-9073

**MIDTOWN MANHATTAN**  
 1293 Broadway/One Herald Center  
 New York, NY 10001  
 Tel.: 212-672-6450

**NORTH MIAMI BEACH**  
 3909 N.E. 163rd Street  
 North Miami Beach, FL 33160  
 Tel.: 786-279-1740

