

BAYLOR

U N I V E R S I T Y

Application For Participation In The Job-Related Tuition Reimbursement Program BU-PP 451 A

1. Request that I be authorized to enroll in the Baylor University Job-Related Tuition Reimbursement Program. The following data is provided in support of this request.

A. Name: _____

B. BU ID#: _____

C. Department: _____

D. Institution offering course: _____

E. Course requested: _____

F. Job-related benefit of course:

G. Tuition cost: _____

H. Date of course: From: _____ To: _____

Employee's Signature

Date

11. The above named employee's request to enroll in the Baylor University Job-Related Tuition Reimbursement Program is:

Reason for disapproval:

Approved

Disapproved

Department Head Signature

Date

111. I hereby certify that I have satisfactorily completed the above described job-related course as evidenced by the attached documents and do hereby make application for tuition reimbursement in the amount of:

\$ _____

Employee Signature

Date