



Notification to Employee - Tuition Reimbursement

TO: _____

DATE: _____

We have received your application for tuition assistance dated: _____. Your application has been reviewed and is:

Approved **Rejected**

Estimated Reimbursement: \$ _____ Credits Subject to Reimbursement: _____

Semester/Year: _____

Upon receipt of your detailed bill and proof of grade, EEDA will provide reimbursement within 30 days. Please note, required documentation must be submitted within 90 days from the course completion.

APPROVED: _____
Department Director

DATE: _____

APPROVED: _____
Human Resources Director

DATE: _____

APPROVED: _____
Executive Director

DATE: _____

Your application has been rejected for the reasons cited below:

REJECTED: _____
Department Director

DATE: _____

REJECTED: _____
HR Director

DATE: _____

REJECTED: _____
Executive Director

DATE: _____

