



TUITION REIMBURSEMENT APPLICATION

Human Resources - Professional Development & Training • 225 East Las Olas Boulevard • Fort Lauderdale, FL 33301 • 954-201-7339

Name: _____ PID Number: _____

Department: _____ Campus: _____ Phone: _____

Employee Category: Faculty Administrator Professional-Technical Staff

I am requesting prior approval for tuition reimbursement for the following courses to be taken at:

Name of institution* _____ during term _____ 20_____
**If private university, attach proof of regional accreditation. fall (1) – winter/spring (2) – summer (3)*

Course Number	Course Title	Credit Hrs
_____	_____	_____
_____	_____	_____
_____	_____	_____

As a full-time regular employee at BC, I understand that I must receive a grade of "C" or better in order to receive tuition reimbursement. I further understand that 100% reimbursement is limited to **in-state tuition for a maximum of 18 credit hours per academic year and is subject to the availability of funds.**

Employee Signature _____ Date _____

Signatures below indicate approval to take course(s) and receive 100% in-state tuition reimbursement.

All requests require the approval of the Vice President for Human Resources and Equity.

Vice President for Human Resources and Equity _____ Date _____

Please submit this original signed form to Human Resources - Professional Development & Training prior to the start of the term. Keep two copies for your files. **Within 30 days of completion of the course(s)**, submit a copy of your grade report, a paid fee receipt showing all fees, and a copy of this form to Human Resources-Professional Development & Training.

Human Resources - Professional Development & Training - Bldg. 31/605 WHC - Phone 954-201-7339