

**The University of Texas System
Office of Employee Services**

*Tuition Assistance Program
Application for Benefits*

Employee UTEID:		Date:	
<input type="text"/>		<input type="text"/>	
First Name:	Middle Name:	Last Name:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Department:		Supervisor Name:	Supervisor Title:
<input type="text"/>		<input type="text"/>	<input type="text"/>
Job Title:		Work Phone:	
<input type="text"/>		<input type="text"/>	
Name and Location of University Attending:			
<input type="text"/>			
Course(s):			
<input type="text"/>			
Please attach University statements of: course name, course id, section number, credit hours			
I am applying for reimbursement for the following course(s):			
Course ID	Credit Hours	Start Date	End Date
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I have read and understand the Office of Employee Services Policy and Procedure, Tuition Assistance Program. I have reviewed and meet all eligibility requirements for program participation. If selected to participate, I will comply with all of the requirements for participation in the Tuition Assistance Program.

Employee's Signature	Date

I understand the Office of Employee Services Policy and Procedure, Tuition Assistance Program, and confirm that course work requested by the employee and covered by this policy is related to the employee's current job duties and will be pursued outside normal working hours. In instances where classes are only available during normal working hours, a flexible work schedule may be provided and appropriate use of paid leave (e.g. vacation, compensatory time, etc.) may be approved. I further understand that Tuition Assistance is a benefit funded by the department and reimbursement will be made from departmental funds.

Supervisor's Signature	Date

Director's Signature	Date

AVC's Signature	Date

VC's Signature	Date

For OES Use Only	<input type="text"/>
	<input type="text"/>
Signature	Date