

LSU FOUNDATION

REQUEST FOR TUITION REIMBURSEMENT

EMPLOYEE NAME _____

POSITION TITLE _____ PHONE _____

IMMEDIATE SUPERVISOR _____

COURSE(S) REQUESTED

Please list below the college credit course(s) for which you are requesting a tuition reimbursement:

DEPARTMENT (Do <u>not</u> abbreviate)	COURSE #	SECTION	TIME	CREDIT HOURS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SEMESTER (Please circle one): FALL SPRING SUMMER OTHER _____ (specify)

Major and Degree Being Pursued _____

Describe how course(s) listed above and your major relate to your work at the Foundation _____

Please circle your classification: Graduate (part-time), Graduate (full-time), or Undergraduate

A paid fee bill must be attached before the reimbursement can be processed.

I have read and understand Section 401 of the LSU Foundation Employee Handbook regarding tuition reimbursement and payback provisions that may apply.

Employee Signature _____ Date _____

Note: Your signature is attesting to the fact that you are in compliance with all eligibility requirements, as listed below. You must provide to the Executive Assistant to the President and CEO of the Foundation evidence of satisfactory completion and grade received for all reimbursed courses.

APPROVED

By signature, approval of this request is given based upon satisfaction of the criteria for eligibility.

Immediate Supervisor _____ Date _____

President/CEO _____ Date _____

CRITERIA FOR ELIGIBILITY

You must meet all of the following criteria in order to qualify for the tuition reimbursement:

1. You must be a full-time LSU Foundation employee. (Temporary or part-time employees do not qualify.)
2. You must have approval to be reimbursed for college credit course(s) from your immediate supervisor and President/CEO. Audit and remedial courses are not eligible for the tuition reimbursement.
3. The college credit course(s) must be job-related. Attach justification of job relatedness if necessary.
4. Only three (3) clock hours per week of job-related courses may be taken during work time without charge to leave. For any hours beyond the (3) clock hours during the normal work week you must take annual leave or attach an approved flextime schedule.
5. Only six (6) credit hours per fall and spring semesters may be reimbursed. Only three (3) credit hours per summer term may be reimbursed.
6. Reimbursement is granted for the specific course(s) listed above. **A change in course(s) requires a new request form.**
7. You will be required to refund the Foundation for any tuition reimbursement paid for a course in which you receive a grade of W (Withdrawn), I (Incomplete), D (Unsatisfactory), or F (Failure).