Tuition Assistance Reimbursement Request

WAKE TECH FOUNDATION

Submit within 60 calendar days of course completion

Recipient Information

Name: _____   Employee ID #: _____

Mailing Address: _____

City: _____   State: _____   Zip: _____

Phone #: _____   Email: _____

Department: _____

Course Information

College/Institution: _____

Semester: _____   Year: _____

Course Number:	Course Title:	Grade:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- *Only pre-approved courses are eligible for reimbursement.*
- *Courses must receive the following grades to be eligible for reimbursement:*
  - **Associates:** *C or higher*
  - **Undergraduate:** *C or higher*
  - **Graduate:** *B or higher*
  - **Pass/Fail:** *Course result and a copy of the institution's grading policy*
  - **Certification/Licensure/Ungraded:** *Documentation of successful completion*

Tuition Information

Total Semester Tuition Cost: _____   Total Amount Paid by Recipient: _____

Breakdown of Additional Assistance *(ex: Federal Pell Grant, Federal SEOG, scholarships, etc. This DOES NOT include student loans.)*

Type of Assistance: _____   Amount: _____

Type of Assistance: _____   Amount: _____

Reimbursement Information

Amount Requested: _____

(approved amounts do not exceed $1,000)

** *Your reimbursement check will be mailed by USPS to the address you entered above. Please double check it for accuracy.* **

Confirmation

I agree to the program's terms which were made available to me on the application and are also on the Foundation's Tuition Assistance program webpage. I understand that if I voluntarily separate from Wake Tech within one year of receiving Tuition Assistance, I must refund the Foundation the total amount received during the last one-year period.

_____   _____

Please accept my Electronic Signature   *Date of Request*

m/d/yyyy

Please email these items to **Lesia Johnson** lkjohnson@waketech.edu *and* **Betsy Beaird** dlbeaird@waketech.edu

1. This completed Reimbursement Request form.
2. A copy of a grade report or an unofficial transcript. *(Screen shots are accepted but MUST show your name.)*
3. A full statement/account summary of this semester's tuition costs and payment.