

## 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](mailto:lkjohnson@waketech.edu) and **Betsy Beaird** [dlbeaird@waketech.edu](mailto: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.