

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

Email these items to **both Lesia Johnson** lkjohnson@waketech.edu and **Betsy Beaird** dibeaird@waketech.edu **as a .pdf file only**. No other file types will be accepted - Example: Word, photo files (.jpg, .png.), etc.

1. This completed Reimbursement Request form.
2. A grade report or an unofficial transcript, which MUST show your name.
3. A full statement/account summary of this semester's tuition costs and payment.