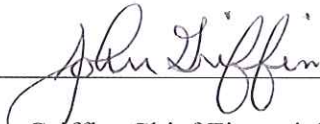


The University Corporation  
Research, Investments and Commercial Services  
California State University, Northridge

Procedure Number: HR002

Original Date: December 5, 2007  
Revised: May 1, 2010  
Revised: June 18, 2012

  
John Griffin, Chief Financial Officer

Title: Applying for Tuition Fee Reimbursement

Purpose

This procedure is established to provide the necessary directions on how to apply for The University Corporation, (TUC), tuition fee reimbursement program.

Procedure

1. Eligible TUC employees will complete the attached Request for Tuition Fee Reimbursement form in advance of taking any classes. *Please refer to section 4.10 of the TUC Employee Handbook for further information concerning Tuition Fee Reimbursement eligibility.*
2. The TUC Tuition Fee Reimbursement policy limits employees to six units or two courses per semester, whichever is greater.
3. The completed form is forwarded to the employee's supervisor for approval.
4. The supervisor approves or disapproves the request and returns the form to the employee.
5. The employee is required to pay for and successfully complete all classes prior to receiving reimbursement.
6. Employees will submit the following information to the Accounting Department for reimbursement:
  - a. Approved Request for Tuition Fee Reimbursement form
  - b. Copy of tuition paid
  - c. Proof of successful class completion
7. The Accounting Department will issue a reimbursement check to the employee.
8. The Accounting Department will notify the CSUN Financial Aid Office when the tuition fee reimbursement is for classes taken at CSUN.
9. Annual tuition reimbursement in excess of \$5,250 will be included on the employee's W-2 form per IRS regulations.

# Request for Tuition Fee Reimbursement Form

Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Department Number \_\_\_\_\_

Class names \_\_\_\_\_

Purpose of class \_\_\_\_\_

College name \_\_\_\_\_

Estimated cost \_\_\_\_\_

Supervisor Approval \_\_\_\_\_

HR Approval \_\_\_\_\_

<i>For TUC Accounting Use Only</i>	
Proof of Payment Attached:	_____
Proof of Class Completion:	_____
Notification to CSUN ( <i>if required</i> ):	_____