



Procedure Number: HR002

Rick Evans

Rick Evans, Executive Director

Title: Applying for Tuition Fee Reimbursement

Date: December 5, 2007

Last Revision: November 15, 2022

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. Supporting documents for reimbursement requests require a document that shows how much was paid and proof of payment. The usual supporting documents are receipt and credit/debit card statement.
 - a. Approved Request for Tuition Fee Reimbursement form
 - b. Copy of tuition paid
 - c. Proof of payment
 - d. 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 _____ Department Number _____

Employee Name _____

Class titles _____

Purpose of class _____

Name of College _____

Estimated cost _____

Supervisor Approval _____

HR Approval _____

For TUC Accounting Use Only

Proof of Payment Attached: _____

Proof of Class Completion: _____

Notification to CSUN (*if required*): _____