



Tuition Assistance Application

Submit this form to your supervisor for signature approval. Once your supervisor and Vice President have approved this application, forward this form to the Human Resources Department.

NOTE: Pre-approval of tuition reimbursement must be received prior to beginning the degree program.*

Employee Information

Name: _____

Date: _____

Department: _____

Title: _____

Document Submission

In order to be approved for participation in the Tuition Assistance/Reimbursement Program, employees must submit the following items:

- ☐ This request for reimbursement
- ☐ Copy of the degree program requirements

Institution Information

Institution Name: _____

Degree: ☐ Master's degree ☐ Doctorate

Program of Study: _____

Term: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Year: _____

Professional Improvement Statement

How does the program contribute to your current job performance or career goals at Marymount Manhattan College?*

Employee Agreement

I understand that if my employment with Marymount Manhattan College terminates before the completion of a semester for reasons other than a disability, the benefit will be revoked and the employee will be responsible for the full amount of tuition charges for the semester.

Employee Signature

Date

Department Approvals

The proposed degree program is considered to be directly related to the employee's work and/or career plans at MMC and will be beneficial in the performance of his/her job.

Department Director Signature

Date

Division Vice President Signature

Date

Human Resources Department

Date

Upon Completion of Course

Within 30 days of completion of the course, the employee should submit the following documents to the Department of Human Resources:

- ☐ Copy of the final grade
- ☐ Copy of the receipt for tuition
- ☐ Copy of course syllabus

* Refer to Tuition Reimbursement Policy for requirements.

** Professional improvement statement required for initial approval of degree/program of study only.