



Tuition and Book Reimbursement Form

For Approved Academic Program or Coursework
Must be submitted within 60 days of course(s) completion

Instructions

- Complete this form for tuition and book reimbursement.
- Sign the printed form and obtain signature from your manager.
- Please submit this form with attachments **within 60 days** of class completion.
- Attach original, itemized receipts for textbooks and/or software.
- Attach report card or grade report
 - You must receive a grade of “C” or better for Associates/Bachelors course(s).
 - You must receive a grade of “B” or better for Master’s/PhD course(s)
- When completed, mail or fax the completed form to:

ADP Tuition Reimbursement Administration
PO Box 34700
Louisville, KY 40232
Fax: 866-643-2219

Term Begin Date:

Term End Date:

Last name, First Name , Middle Initial:

Employee ID # (required - can be found in lookup)

Semester:

School:

Degree Type (AA/AS, BA/BS, Master’s, PhD):

NOTE: Classes taken to obtain a certificate is not eligible for reimbursement.

Did you complete your degree this term? Yes No

Class 1 Name:

Text Book / Software Names:

Requested Amount: \$ _____

Class 2 Name:

Text Book / Software Names:

Requested Amount: \$ _____

TOAL REQUESTED AMOUNT: \$

Employee's Signature:

Date:

Manager's Signature:

Date: