

**Washtenaw Community College
Office of Human Resource Management**

TUITION REIMBURSEMENT

In order to receive tuition reimbursement for courses taken out of Washtenaw Community College you must provide:

- A) Verification of grade "C" or better for undergraduate courses and grade "B" or better in graduate courses as noted on an official grade report **or** proof of successful completion of the course.
- B) All supporting documents must be submitted within six (6) weeks of course Completion (i.e. request form, grade report & original receipt of payment).

Per IRS guidelines, up to \$5,250 per calendar year, will be reimbursed tax free. Maximum allowed credits is based on a fiscal year. Reimbursement over this amount will be taxed. All reimbursement will be issued via payroll.

Name: _____ ID#: @_____

Position: _____ Department: _____

Request reimbursement for the following course:

Course Title: _____ Course Number _____

Section Number: _____ Credits: _____ Cost Per Credit: \$ _____

Institution: _____ Semester: _____ 20 _____

Date Course Completed: _____

Sum of Reimbursement Request: \$ _____

I hereby certify that I received and paid the attached tuition statement.

Signature: _____ Date: _____

Human Resource Use Only

Total Number of Credits Approved: _____

Graduate Course Level Undergraduate Course Level

Total Number of Credits Approved per Fiscal Year: _____

Rate of Tuition Reimbursement: \$ _____

- Total Amount of Reimbursement Approved (non-taxable): \$ _____

- Total Amount of Reimbursement Approved (taxable): \$ _____

Approved By: _____ Date: _____