

Please send completed form with Dept Head signature to your Human Resources Business Partner for processing.



## Morehouse School of Medicine Tuition Assistance Request Form

<b>Employee Name:</b>		<b>Date:</b>	
<b>Department:</b>		<b>Job Title:</b>	
<b>Name of School:</b>		<b>Proposed Course is (check all that apply):</b> <input type="checkbox"/> Undergraduate Course/Credit <input type="checkbox"/> Graduate Course (Must be MSM)	
<b>Course Title</b>	<b>Course Number</b>	<b>Credit Hours</b>	<b>Tuition &amp; Fees</b>
<b>Course Dates</b>		<b>Are Course(s) for Credit Leading to a Degree?</b>	
<b>From:</b>	<b>To:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name of Diploma/Degree:</b>		<b>Major Field of Study:</b>	
<b>ATTACH supporting documentation addressing the following questions and any other comments:</b> 1. How does the proposed course of study relate to your job assignment/position duties? 2. How will the course-provided knowledge/techniques improve your performance and be useful for your position? 3. If the course meets during your normal work hours how will your work schedule be adapted?			
I have read and understand the Tuition Reimbursement Policy and agree to the terms of the policy.			
<b>Employee Signature:</b>		<b>Date:</b>	
<b>REVIEW AND SIGNATURES:</b> <ul style="list-style-type: none"> <li>Employee Department Head will review, sign off and forward to Human Resources Business Partner, even if NOT approved.</li> <li>If approved Administration will send copy to employee. Human Resources will also e-mail notice of approval to the employee and employee's supervisor.</li> <li>If NOT approved Human Resources will inform both parties of the decision.</li> </ul>			
<b>Department Head Signature:</b>		<b>Date:</b>	

Approved ☐

Denied ☐

If denied, state reason:

Human Resources Signature:

Date:

Approved ☐

Denied ☐

If denied, state reason:

**Office Use Only:**

- ☐ Required signatures
- ☐ Copy of tuition bill
- ☐ Copy of class schedule
- ☐ Course justification
- ☐ Reimbursement/Waiver made to employee