

UWEX EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM

REQUEST FOR AUTHORIZATION TO REIMBURSE EMPLOYEE'S FEE/TUITION

| | | | |
|--|----------------|--|-------------------------------|
| Employee Name | | Classification/Title | |
| Social Security Number | | Employing Department | |
| Check one: <input type="checkbox"/> Unclassified Staff <input type="checkbox"/> Nonrepresented Classified <input type="checkbox"/> Represented Classified –please indicate Bargaining Unit Number | | | |
| Proposed Coursework (Course Title & Number) | | | |
| Starting Date for Course _____ | | To be taken at: | |
| Ending Date for Course _____ | No. of Credits | | |
| Costs associated with the course: (a) Fee/Instruction Cost _____ (b) Segregated Fee _____ Total _____ | | Proposed course is: <input type="checkbox"/> Job Related <input type="checkbox"/> Career Related Undergraduate * (See Below) <input type="checkbox"/> Career Related Graduate | |
| NOTICE: Due to the frequent changes in tax laws regarding tuition reimbursements, the most recent IRS regulations should be consulted regarding potential tax liability. * (See Below) | | | |
| How does the proposed course of study relate to the employee's current job assignment/position duties? How will the course-provided knowledge/techniques improve employee's performance and usefulness? | | | |
| I have reviewed the supporting documentation and recommend reimbursement. | | | |
| Supervisor | | Date | If disapproved, state reason. |
| Appointing Authority | | Date | |
| Institutional Human Resources | | Date | |
| Percent of Reimbursement | Amount | Funding Source (Coding) | |

* For classified employees, career related training and educational activities are those that aid an employee in progressing to any class or class series within the bargaining unit within the agency (UW System) or for lateral movement to a position in a counterpart pay range within the agency (UW System).

* Reimbursement to an employee for career related undergraduate or graduate courses require that the institution report these payments to the IRS. The employee will receive a 1099 form and is responsible for any tax consequences.