

## Before Taking a Class

- Fill out the Course Reimbursement Approval Form (use a different form for each class)
  - Make sure to attach a course description from the college/university website
  - Send to Human Resources for approval (an approved, signed copy will be returned to you)
  - When paying for a class, please request/save receipt for proof of tuition costs for reimbursement
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## Upon Course Completion

- Fill out Course Reimbursement Requisition with the following information:
    - Your name
    - Name of college/university
    - Course number & title
    - Number of credit hours
    - Amount to be reimbursed
  - With each request, attach:
    - Grade sheet or transcript
    - Proof of tuition and payment to university (cancelled checks are NOT acceptable)
    - A copy of your credit course approval form
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## Remember!

- The deadline for submitting a beginning year lane change is October 1st and April 1st for a mid-year lane change
- The deadline for reimbursement requests is August 1st for classes taken the previous year