

# Request for Reimbursement of Tuition Expenses

This form must be submitted after you have completed the class.

|                   |  |
|-------------------|--|
| <b>Your Name:</b> |  |
|-------------------|--|

|   |  |
|---|--|
| Your Employee ID <i>and</i> last four digits Social Security #: |  |
|---|--|

Academic Period You Attended the Class:

|                          |        |                          |          |               |
|--------------------------|--------|--------------------------|----------|---------------|
| Check One                |        | Check One                |          | Academic Year |
| <input type="checkbox"/> | Fall   | <input type="checkbox"/> | Semester |               |
| <input type="checkbox"/> | Winter | <input type="checkbox"/> | Quarter  |               |
| <input type="checkbox"/> | Spring | <input type="checkbox"/> |          |               |
| <input type="checkbox"/> | Summer | <input type="checkbox"/> |          |               |

|  |   |
|--|---|
| Begin and End Date of the Course (MM/DD/YY - MM/DD/YY) | - |
|--|---|

|   |  |
|---|--|
| Name of the College or University You Attended:<br><small>If you attended Vanderbilt, you don't need to complete this form.</small> |  |
|---|--|

|               |  |
|---------------|--|
| Course Title: |  |
|---------------|--|

|                         |  |
|-------------------------|--|
| Your Signature and Date |  |
|-------------------------|--|

Be sure to include the following with your request:

- An itemized invoice or an account summary statement from the college or university which outlines your tuition charges separate from other fees.
- Your grade report from the college or university which indicates a passing grade ("C" or above) for the course and the number of credit hours you earned for the course.

|  |
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| <b>Return the completed form to:</b>   |
| Vanderbilt Payroll/Processing Office<br>PMB 407718; 2301 Vanderbilt Place<br>Nashville, Tennessee 37240-7718 |

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|---|
| Have a question?                                |
| Contact Human Resources<br><b>(615)343-4788</b> |

The section below is for Human Resources Processing Use

|                     |                     |
|---------------------|---------------------|
| Hours _____         | Pay Group _____     |
| Rate per hour _____ | Employee ID _____   |
| Account Code _____  | Job Code _____      |
| Center Number _____ | Earnings Code _____ |
| Check Date _____    |                     |
| Check Number _____  |                     |

|                 |                            |
|-----------------|----------------------------|
| Signature _____ | Reimbursement Amount _____ |
| Approval _____  |                            |