



Policy 2.6.10 Employee Fee Reimbursement EMPLOYEE FEE REIMBURSEMENT APPLICATION

Policy guidelines pertaining to Employee Fee Reimbursement are addressed in [Policy 2.6.10](http://www.cotc.edu/depts/HR%20Policies/2.6.10.pdf), which is available at <http://www.cotc.edu/depts/HR%20Policies/2.6.10.pdf>. All College and University fees are met initially by the employee at his/her own risk, with reimbursement subject to eligibility upon completion of the course(s). Course fees, lab fees, books and other incidental expenses are borne by the individual. The College will not assume any charges for reimbursement of fees unless an application has been properly executed and approved.

Please complete the application, with signatures of appropriate persons prior to the term of enrollment and return to Human Resources for approval and processing. At the end of the term of enrollment, submit to Human Resources proof of payment and proof that course(s) were satisfactorily completed:

Last Name First Name MI

COTC ID# Hire Date Department

Application for Fee Reimbursement for: Autumn Winter Spring Summer Year: _____

Institution and Campus of Enrollment: COTC Ohio State Campus: _____ Other: _____
Please specify (must be regionally accredited)

School Schedule: Quarters Semesters Trimesters Dates of Session: _____

What degree/certificate/course-of-study are you pursuing? _____

For what purpose? _____

Courses:

Course #	Course Title	Credit Hours	Days Scheduled	Time Scheduled

Authorization:

I have read and understand the conditions of the Fee Reimbursement Program.

Employee Signature Date

Other signatures:

Supervisor Date

Director/Manager (person reporting to a vice president or president, excluding VPs) Date

Executive Leadership (vice president or president) Date

Human Resources use only: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Reason: _____ Office of Human Resources Signature: _____ Date: _____ CC: <input type="checkbox"/> Personnel File <input type="checkbox"/> Supervisor <input type="checkbox"/> Employee <input type="checkbox"/> Financial Aid (Director)
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