

## **Tuition Assistance Procedure**

1. Review the Tuition Assistance Policy-File No. GBBC-R
2. Complete the Application for Tuition Assistance-File No. GBBC-E
  - This form should be completed at the time you register for a course. (Funding may not be available if you do not take this necessary step)
  - This is a fillable form. **Please fill in all the blanks**, including your reason for taking the course.
  - If you are in a Master's or Doctorate program, a copy of your acceptance letter into the program is required before your tuition assistance application can be approved.
3. Print out the form, (**your original signature and date is required**) and forward it to Libby Hugate /Office of Human Resources. After approval by the Director of Human Resources, a confirmation email will be sent to you.
4. After completion of the approved course(s), please forward proof of payment (receipt) and a grade report or transcript to Libby Hugate/Office of Human Resources. Your grade must reflect an "A" or "B".
5. Once the required documents have been received, the reimbursement can be processed.