



**STATE OF CONNECTICUT
TUITION REIMBURSEMENT PROGRAM**

DATE: _____

TO: _____

This confirms receipt of your tuition reimbursement form for the _____/_____ (calendar year/semester) and course(s) indicated below. This also authorizes you to participate in the Tuition Reimbursement Program, but is not a guarantee of funding. This authorization is in accordance with the program of study, semester and academic year indicated on your application form. Please report any changes, cancellations or withdrawals.

COURSE TITLE(S):

- 1.) _____ 3.) _____
- 2.) _____ 4.) _____

PLEASE NOTE: Payment is subject to meeting all eligibility requirements including the submittal of verification of passing the course(s), proof of a receipt of payment **and the availability of funds.**

GRADES: It is to your advantage to get your paperwork in as soon as possible after you have completed your course(s). We realize that some colleges send out their grade reports later than others. Please be aware that a note written and signed by your instructor indicating you have passed your course(s) is acceptable for tuition reimbursement purposes. This note, however, must be written on college/university letterhead.

Grade report(s) that are available on-line may also be accepted for tuition reimbursement purposes, provided information identifying the student appears on such report.

PROOF OF PAYMENT: See Addendum C of the *State of Connecticut Tuition Reimbursement Program – A Guide for State of Connecticut Agencies and Employees* (or “Guide”).

NON-CREDIT COURSES: If you applied for non-credit course(s) your tuition reimbursement amount is calculated by the number of hours you spent in the classroom, i.e., 6:30 PM – 9:00 PM. This information must be included with your grade and proof of payment. A schedule from the college with the time of the course(s) will be acceptable for tuition reimbursement purposes. For more information about converting non-credit hours to credits, see Appendix E of the *Guide*.

Signed,

Agency Tuition Reimbursement Officer

E-Mail Address

Work Phone