

St. Olaf College Staff Tuition Reimbursement Application

This application must be completed and submitted to the Office of Human Resources. Approval is required prior to the start of coursework. A new application is required each academic year.

I. Employee Information

Employee Name:	
Department:	
Division:	
Position Title:	
Date of Hire:	

II. Academic Program Information

Degree Program Sought: _____

Institution Name: _____

Program Start Date: _____ Expected Completion Date: _____

Attach program curriculum or course outline.

III. Program Relevance

Please describe how this program relates to your current role or anticipated future role at St. Olaf College:

If you have participated in this benefit previously, submit a copy of the grades you received to confirm either passing grades of “B” or higher, or “pass” in a pass/fail courses.

IV. Supervisor / Division Lead Endorsement

I have reviewed the Tuition Reimbursement Policy and this application. I affirm that the applicant is qualified to participate in this benefit. I also affirm that the educational

program is directly related to the applicant's employment position with St. Olaf College. I fully support the applicant's receipt of this benefit.

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

If different from applicant's supervisor, provide division leadership's affirmation of the above.

Division Leader's Name: _____

Division Leader's Signature: _____ Date: _____

V. Employee Acknowledgement

I affirm that I meet the eligibility requirements of the Staff Tuition Reimbursement Policy. I understand that approval is at the discretion of the College and that, if approved, I will be required to sign the Promissory Note Agreement obligating me to repay tuition benefits received if I separate from employment within two years of receiving such benefits.

Employee Signature: _____ Date: _____

VI. Human Resources / College Approval

HR Review: _____ Date: _____

Division Leadership Approval: _____ Date: _____