

TUITION ASSISTANCE PROGRAM REQUEST

Name		Date	
Position		Department	Ext.
Date of Full-time Employment	Years of Service	Supervisor	

Academic institution you plan to attend:

Study plan is to:

- Take one or more classes Complete Associate Degree or Special Certification
 Complete a degree

Major:

Explain, identify your career goals at Colorado College:

Supervisor's Comments:

Staff Signature

Supervisor Approval

Director of Human Resources

This form may be re-used to take additional courses in the future. Forward it to Human Resources for the approval of each additional course. Please enclose copies of your tuition receipt and official grade report to receive reimbursement.

Course	Dates	Credits	Cost	Grade	CC Reimbursement	HR Approval

