



EMPLOYEE INFORMATION					
Employee Name:		Employee ID #:		Job Title:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	Date of Hire:	College/School:	Department:	
Campus Address:		Campus Phone Number:	Email Address:		
Are you currently enrolled in a degree program? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	Are you enrolled in a Cornell course this semester? <input type="checkbox"/> Yes # of credit hours _____ <input type="checkbox"/> No	Are you eligible for the Cornell Children's Tuition Scholarship (CCTS) benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
COURSES FOR REQUESTED REIMBURSEMENT					
Educational Institution:	Student ID #:	Course Title #1:		Start Date:	End Date:
<input type="checkbox"/> Credit Course..... Credit hours: _____		Class Days & Time (e.g., T & Th 1:30-2:45 p.m.)		Total Tuition Charges:	
<input type="checkbox"/> Online..... Hours to complete:					
<input type="checkbox"/> Certification Course .... Hours to complete:					
Please give specific reasons for taking the course as it relates to your present work or future career at Cornell University:					
Educational Institution:	Student ID #:	Course Title #2:		Start Date:	End Date:
<input type="checkbox"/> Credit Course..... Credit hours: _____		Class Days & Time (e.g., T & Th 1:30-2:45 p.m.)		Total Tuition Charges:	
<input type="checkbox"/> Online..... Hours to complete:					
<input type="checkbox"/> Certification Course .... Hours to complete:					
Please give specific reasons for taking the course as it relates to your present work or future career at Cornell University:					
SIGNATURES					
<b>APPLICANT:</b> My signature below certifies that the information provided is accurate and I have read and understand the Tuition Aid benefit conditions and requirements. I understand that (1) the university will reimburse a percentage of tuition expenses at a fixed rate per credit hour or equivalent; and (2) expenses for fees, books and associated costs are paid by me; and (3) I must receive a grade of "C" or better and provide a copy of my grade report and a tuition receipt to Benefit Services and Administration upon completion of the course(s) in order to receive reimbursement.					
TC3/ SUNY Empire State/ BOCES Students:	<input type="checkbox"/> I request my approved amount of tuition aid be deferred until completion of the semester/class and give TC3/ SUNY Empire State/ BOCES permission to release my final grades to the Division of Human Resources Benefit Services and Administration, in order that my deferred tuition be paid directly to TC3/ SUNY Empire State/ BOCES.				
Your Signature: _____				Date: _____	
<b>SUPERVISOR/DEPARTMENT HEAD/DEAN:</b> I have reviewed the employee's statement regarding the course as it relates to present work or future career opportunities at Cornell University and believe it is accurate.					
Supervisor Signature: _____				Date: _____	
Department Head Signature: _____				Date: _____	
Dean Signature: _____				Date: _____	
FOR BENEFITS USE ONLY					
Approved Tuition Aid Amount: \$	<input type="checkbox"/> Summer <input type="checkbox"/> Fall	<input type="checkbox"/> Winter <input type="checkbox"/> Spring	Benefits Representative Signature: _____		
<input type="checkbox"/> Endowed <input type="checkbox"/> Contract College	Account #:	UBSC Comments: _____			



## Tuition Aid Application for Reimbursement Highlights & Instructions

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**Tuition Aid is available for employees who cannot take a course on the Ithaca campus that serves to maintain or improve current job skills.**

### Eligibility

Regular full-time employees with one year of service and regular part-time employees with three years of service are eligible to apply for tuition aid reimbursement for up to four (4) credit hours (or equivalent) per semester and eight (8) credit hours per fiscal year. Eligibility must be met on or before the first day of classes for the semester in which you are applying for funding.

### How to apply for Tuition Aid

A Tuition Aid application must be submitted prior to the start of the course. Submit the completed application to:

**Mail to: Benefit Services and Administration  
395 Pine Tree Road, EHOB, Suite 110  
Ithaca, NY 14850**

**Fax: (607) 255-6873**

### Tuition Aid Reimbursement Highlights

- Reimbursement is for tuition only. Payment is not provided for books, registration fees or other associated costs.
- The university will reimburse a percentage of tuition expenses at a fixed rate per credit hour or equivalent for approved course(s) upon course completion. For the current reimbursement rate, contact HR Services and Transitions Center at 255-3936.
- Completion of coursework with a grade of "C" or better and a tuition receipt is required for reimbursement.

### Tuition Payment

Once you have completed your course and received your grade, submit a copy of your approved application along with the required documentation to: **Benefit Services and Administration, 395 Pine Tree Road, EHOB Suite 110, Ithaca, NY 14850.**

For more information on the Tuition Aid Reimbursement program, visit the website at: [hr.cornell.edu/tuition-aid](http://hr.cornell.edu/tuition-aid) or contact HR Services and Transitions Center at (607) 255-3936.

### Tompkins Cortland Community College (TC3)/SUNY Empire State College/BOCES Students

If you are enrolled in classes at TC3, SUNY Empire State, or BOCES, you have the option to defer the approved reimbursement amount by checking the box on the application above your signature. You are required to pay your portion of the tuition cost to TC3, SUNY Empire State, or BOCES at the time you enroll. Upon completion of the course(s), TC3, SUNY Empire State, and BOCES will submit a list of grades for all Cornell employees to Benefit Services and Administration. Benefit Services and Administration will remit payment to TC3 and SUNY Empire State for all grades of C or better or to BOCES for employees who completed 75% of class time. If you do not receive a grade of C or better, TC3 or SUNY Empire State will bill you for the amount owed. If you do not complete 75% of the class at BOCES, you will be billed by BOCES.