



ALMA COLLEGE

GRADUATE TUITION ASSISTANCE PROGRAM Staff Application Form

The graduate tuition assistance program supports relevant graduate coursework at an accredited institution of higher education. All coursework must be approved according to the terms and conditions stated in the policy. Application for reimbursement must be sought prior to the start of each term. Please complete the sections below and forward this form for approval by your supervisor and your Vice President. Forward the approved form to Human Resources

Name of employee: _____

Graduate coursework institution: _____

Academic term: _____

Course number(s) and name(s): _____

Date course(s) start: _____

Tuition rate per credit hour: _____ Number of credits: _____

Scholarship amount, if any: _____

Please provide a statement indicating the proposed coursework's relevance to your current or future Alma College roles and responsibilities.

Please also provide a statement demonstrating that undertaking graduate studies will not adversely impact your performance in Alma College employment.

Employee Signature

Date

**Per the policy, by your signature you are agreeing to authorize a payroll deduction from your wages in the event you fail to comply with the one-year requirement.*

Supervisor Signature

Date

Vice President Signature

Date