



TEXAS SOUTHERN UNIVERSITY

EMPLOYEE TUITION REIMBURSEMENT PROGRAM APPLICATION

To apply for the Texas Southern University (TSU) Employee Tuition Reimbursement Program, please follow these instructions:

- 1. Review the Employee Tuition Reimbursement Program information on the Human Resources website to verify your eligibility. Visit https://hr.tsu.edu/employee-tuition-reimbursement/ for details.
2. Complete this form and return to Human Resources. (A new form is required each semester.)

Eligibility covers all courses for a semester.

Form with fields for Name, TSU Email Address, TSU ID#, Term (Fall/Spring/Summer), Year, Course Title, Amount, Course Number & Section, Credit Hours. Includes a section for 'I understand and agree to the following conditions of the TSU Employee Tuition Reimbursement Program' with a list of terms and conditions.

Table with 5 columns: For Office Use Only, Notes, Approved/Denied, Verified By, Date. Rows include Registrar (Academic Standing), Bursar (Financial Holds), and HR (Employee Eligibility).

Please return form to Human Resources for filing.

Notice About Information Laws and Practices: With few exceptions, you are entitled on your request to be informed about the information TSU collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the

information. Under Section 559.004 of the Texas Government Code, you are entitled to have TSU correct information about you that is held by us and is incorrect, in accordance with the procedures set forth in Texas Southern University Business Procedures Memorandum 32. The information that

TSU collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.