

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.

Name (last, first, middle initial):		
TSU Email Address: TSU		ID#:
Term: 🗌 Fall 🗌 Spring	Summer	Year:
Course Title:		Amount:
Course Number & Section:		Credit Hours:
Course Title:		Amount:
Course Number & Section:		Credit Hours:
Course Title:		Amount:
Course Number & Section:		Credit Hours:
 I understand and agree to the following conditions of the TSU Employee Tuition Reimbursement Program: I must coordinate my work schedule with my supervisor. My job responsibilities and obligations are my first priority. It is my responsibility to pay federal income tax, if any is due, on the value of this benefit. I am required to make up all time missed from work on an hour-for-hour basis. 	 I have been a regular, full-time employee for six months (non-exempt employees) and twelve months (exempt employees) prior to the day the academic semester opens. I am turning this form in before the full-term Academic Calendar Date. Reimbursement is for a maximum of six credit hours each semester and classes in which I receive a C or above. 	

Employee Printed Name:

Employee Signature:

Date:

For Office Use Only	Notes	Approved/Denied	Verified By	Date
Registrar (Academic Standing)				
Bursar (Financial Holds)				
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.