

The University of Connecticut Employee Tuition Reimbursement Application

UNIVERSITY EMPLOYEE IS A MEMBER OF THE FOLLOWING:

- AAUP Management/Confidential ROTC Teaching Faculty UCPEA

(PLEASE NOTE: UCPEA, Management, and Confidential Employees must submit a Flexible Work Schedule Agreement Form to the Office of Faculty & Staff Labor Relations before beginning a temporary flexible work schedule.)

Employee Name:

Employee #:

E-Mail Address:

Work Phone:

Student ID #:

- Undergraduate Course(s) Graduate Course(s) Other

Semester: Fall Spring Summer

Course Dates:

Begin:

month/day/year

End:

month/day/year

Institution Granting Credit:

If UConn Course, Program of Study:

Course Name & Number

(If UCPEA employee, please list all UConn courses for the semester.)

Course Name & Number#:

of Credits:

Course Cost:

Course Name & Number#:

of Credits:

Course Cost:

Course Name & Number#:

of Credits:

Course Cost:

Course Name & Number#:

of Credits:

Course Cost:

Explain the relationship of the course to your job responsibilities:

A TEMPORARY FLEXIBLE SCHEDULE IS: *(Needed for UCPEA and Management/Confidential Employees)*

- Not needed: (the course is not during my regular working hours)
 Required and submitted to the Office of Faculty & Staff Labor Relations. (The course is during my regular working hours)

Employee's Signature:

Date:

Supervisor's Name & Title (please print):

Supervisor's Signature:

Date:

(Signature for UCPEA – 1st level outside of UCPEA)

(Signature for AAUP – Department or Area Head)

(Signature for ROTC – Director – Veterans Affairs and Military Programs)

Direct questions and completed applications to hr@UConn.edu
Human Resources – Unit 5075 ~ 9 Walters Avenue | Storrs, CT 06269-5075