EMPLOYEE TUITION MATCHING PROGRAM APPLICATION

PROGRAM GUIDELINES:
- Only Olympic College classes are eligible for reimbursement
- May not use this program to take a class more than once; maximum 5 credits per qtr.
- Employee must be employed for 6 continuous months
- Employee is responsible for paying all fees (class lab/mandatory); if Staff Parking fee of at least $20 has been paid, the Security Enhancement Fee will be waived
- An educational plan must be submitted showing classes needed degree

The College will reimburse 50% of tuition only for classes listed on an educational plan with a grade of 2.0 or higher. Reimbursement will be made via ACH; please ensure you have completed an ACH Enrollment Form with Accounts Payable.

If you have met ALL Program Guidelines, please submit proper documentation to Karen Wikle, Assistant Director of Business Services, to verify funding is available. If approved, you will be notified via email. At the end of the quarter, please submit grade for reimbursement.

EMPLOYEE:
EID: ____________________________ YR/QTR: ____________________________
LAST NAME: ____________________________ FIRST NAME: ____________________________
CONTACT PHONE: ____________ EMAIL: ____________________________

DEGREE PROGRAM: ____________________________ EXPECTED COMPLETION: __________

COURSE INFORMATION:
CLASS: ____________________________ ITEM #: ____________
DAYS/TIME: ____________________________ CREDITS: __________

EMPLOYEE CERTIFICATION: I understand and certify that I have followed the Program Guidelines above and am eligible for this program:
SIGNATURE: ____________________________ DATE __________

BUSINESS OFFICE:
FUNDING AVAILABLE: Y N
GRADE REQUIREMENT MET: Y N

Business Office Signature: ____________________________

Authorization for reimbursement: TC: 002 Acct: 149-083-1132-EG