



## EDUCATIONAL ASSISTANCE APPROVAL & REIMBURSEMENT FORM

Name: \_\_\_\_\_

College/University Attending: \_\_\_\_\_

Semester/Quarter Attending: \_\_\_\_\_

Other Education Provider Attending: \_\_\_\_\_

First Date of Class: \_\_\_/\_\_\_/\_\_\_\_ Last Date of Class: \_\_\_/\_\_\_/\_\_\_\_

Courses\*: \_\_\_\_\_

Total Tuition Requested on this Form: \$\_\_\_\_\_

Total Tuition Assistance for this Calendar Year (Including this Request): \$\_\_\_\_\_ Annual maximum \$1,500.00\*

*I understand that if I voluntarily terminate employment or be terminated for just cause, I will be required to pay back all monies reimbursed to me for education assistance within the previous 12-month period. I authorize Azimuth to deduct the amount thus derived, inclusive of all appropriate withholding taxes, from my final paycheck, including final paid leave pay out. Should the final paycheck(s) be insufficient, I agree to pay the balance owed to Azimuth within 30 days after the effective date of termination.*

\_\_\_\_\_  
Employee signature Date

\_\_\_\_\_  
Supervisor Approval Date

- APPROVAL IS REQUIRED PRIOR TO REGISTRATION.
- AFTER COURSE COMPLETION, RETURN ALL RECEIPTS OF PAYMENT ALONG WITH YOUR GRADE REPORT WITH A GRADE OF "C" OR ABOVE TO HUMAN RESOURCES TO INITIATE PAYMENT.

**COURSES SELECTED MUST RELATE TO THE NATURE OF YOUR JOB RESPONSIBILITIES, OR TO THE MISSION OF YOUR UNIT, EITHER DIRECTLY OR AS AN APPROVED DEGREE REQUISITE. ANNUAL MAXIMUM REIMBURSEMENT AMOUNTS ARE \$1,500/YEAR FOR COURSES IN A DEGREED PROGRAM, AND \$1,500/YEAR FOR ALL OTHER COURSES OR SEMINARS.**