



## UI LEARNING & DEVELOPMENT TUITION ASSISTANCE PROGRAM REIMBURSEMENT FORM

If you are a UI Health Care employee awarded through the UI Health Care Tuition Reimbursement Assistance Program, please visit the [UI Health Care Tuition Reimbursement](#) website for the appropriate reimbursement form.

The University of Iowa Learning & Development department requires this information for the purpose of processing your payment for your tuition assistance award. No persons outside the University are routinely provided this information. Responses to all items are **required** information. Failure to complete the form in its entirety will delay the payment process. Please use a separate form for each award period.

Name: \_\_\_\_\_ UI ID# (on back of University ID): \_\_\_\_\_

Department: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Educational Institution Attended: \_\_\_\_\_

Semester Approved for Award: Summer Fall Winter Spring Year: \_\_\_\_\_

Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_ Tuition Paid for Course: \_\_\_\_\_

Number of Semester Hours Awarded: \_\_\_\_\_ Tuition Assistance Amount Awarded: \_\_\_\_\_

*I certify that the tuition expenses provided above were my actual expenses (tuition only, no extra fees), and that none of the expenses for which I hereby request reimbursement have been paid to me or the educational institution by grant, scholarship, gift or other benefit program. I have attached the required information as outlined below for this course. If a question regarding this reimbursement needs clarification, UI Learning & Development has permission to contact the institution at which the class was completed.*

**I have read and understand the statement above and verify that my requested reimbursement expenses were not paid to me or the educational institution by grant, scholarship, gift or other benefit program.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide the following documentation and send to UI Learning & Development, 121-51 USB. **Failure to complete this form and mail in all required information will delay the payment process.**

- An official transcript;
- A receipt of payment identifying the specific amount **paid** for tuition for the course awarded, **that payment was made, and/or**
- An account summary providing payment details.

**OR**

- A grade report for the completed course;
- An official letter (printed on letterhead) from the college stating the specific awarded course, the semester enrolled and the amount paid for this course **and that payment was made, and/or**
- An account summary providing payment details.

After verification of information, a check will be sent in approximately two weeks or a direct deposit (if previously set up with the University Billing Office) in approximately one week. Direct deposit may be set-up online in Employee Self-Service. Visit the [Tuition Reimbursement website](#) for instruction on setting up direct deposit, information and deadlines to claim external coursework reimbursement.

For questions, email: [Learning & Development Tuition Assistance Program](#).