

Request for Tuition and Fees Reimbursement Collin Employee Scholars Program



To obtain reimbursement of tuition and required fees, submit this form along with the following documents to the Director of Human Resources/Professional Development at the Collin Higher Education Center within 45 days of receiving the term grade report. The reimbursement will be processed and direct deposited to the bank account on file in the college's Business Office.

- University invoice reflecting tuition and fees paid
- Proof of payment
- Grade report or transcript reflecting completed course(s) with a "B" or higher

Participant Name:	CWID:
Department Name:	Office Phone:

Employee Signature

Date