

A copy of the school's tuition statement is required each semester/quarter. It is the employee's responsibility to know and communicate if any financial aid awarded to the student is restricted to tuition. When choosing the option of having the check made payable to the employee, the employee certifies they are asking for reimbursement of tuition that the employee has already paid. Failure to adhere to remission requirements may create a tax liability. (Seek advice of a tax consultant if you have any questions)

EMPLOYEE SIGNATURE	DATE
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APPROVED	DATE	ACCOUNT NUMBER _____	DATE
_____		VOUCHER ID _____	