

**NOAO/NSO
APPLICATION TO ENROLL IN STUDY PROGRAM
AND FOR TUITION REFUND**

List courses for which approval is requested. Courses must be approved in advance.

COURSE TITLE	COURSE NUMBER	# OF CREDITS	CLASS HOURS/DAYS	INSTITUTION
DATES OF COURSE(S) _____ TO _____				

Up to six credit hours per semester may be reimbursed (or an equivalent for non-semester programs). Three hours absence per week from work is allowed for lecture courses of four hours per week for a single laboratory or science/mathematics course. Exceptions may be approved if extra time off is made up in the same workweek.

The above are units required for a _____ degree, or further knowledge in the field of _____ which relates directly to my work here.

Academic Leave is is not requested. Tuition refund is is not requested.

Reimbursed amounts up to \$5,250 per calendar year are considered non-taxable income by the IRS; amounts exceeding \$5,250 per calendar year will be subject to applicable taxation.

Tuition and fees are \$ _____

Supervisor's approval Date

Name (Please print)

Manager's approval Date

Signature Date

H.R. Manager's approval Date

HR will complete this section after grade report and receipt are received.

Applicant is eligible for reimbursement of \$ _____
 Non-taxable Taxable

Copies:
 Payroll
 Human Resources
 Department
 Employee

Human Resources Manager Date