

**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
<b>DATES OF COURSE(S)</b> _____ <b>TO</b> _____				

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