



Originally Issued: November 3, 2020
Revised: May 25, 2021
Reviewed: September 17, 2024
Revised: September 25, 2025

TUITION ASSISTANCE REIMBURSEMENT REQUEST FOR EXTERNAL GRADUATE AND DOCTORAL PROGRAM

Employee's Name:

Employee's ID#:

Institution to Attend:

Term/Year (indicate semester or quarter):

Name of Graduate or Doctoral Program:

Is this program available at Athens State University? YES NO

Number of credit hours requested: <i>(maximum of 6 semester credit hours with attached receipt of payment and course schedule)</i>	
Total Reimbursement Amount:	\$0.00

Please attach to this request:

- Receipt of Payment
- Course Schedule
- Application (new or previously submitted)
- Statement of Support

Employee Signature

Date

Supervisor Signature

Date

Assistant Dean/Director Signature

Date

Vice President Signature

Date