

UI LEARNING & DEVELOPMENT TUITION ASSISTANCE PROGRAM REIMBURSEMENT FORM

If you are a UI Health Care employee awarded through the UI Health Care Tuition Reimbursement Assistance Program, please visit *The Point* at: <https://thepoint.healthcare.uiowa.edu/> for the UI Health Care reimbursement form.

The University of Iowa Learning & Development department requires this information for the purpose of processing your payment for your tuition assistance award. No persons outside the University are routinely provided this information. Responses to all items are required information. Failure to complete the form in its entirety will delay the payment process. **Please use a separate form for each award period.**

Name: _____ UI ID# (on back of University ID): _____

Department: _____ Campus Address: _____

Phone Number: _____ Educational Institution Attended: _____

Semester Approved for Award: Summer Fall Winter Spring Year: _____

Course #: _____ # of Credit Hours: _____

Amount Paid for Course: \$ _____ Course Name: _____

I certify that the tuition expenses listed above were my actual tuition expenses (tuition only, no extra fees), and that none of the expenses for which I hereby request reimbursement have been paid to me or the educational institution by grant, scholarship, gift or other benefit program. I have attached the required information as outlined below for this course. If a question regarding this reimbursement needs clarification, UI Learning & Development has permission to contact the institution at which the class was completed.

Applicant's Signature: _____ Date: _____

Please complete this form, sign, and attach:

- An official transcript; and
- A receipt of payment identifying the specific amount paid for tuition for the course awarded.

OR

- A grade report for the completed course; and
- An official letter (printed on letterhead) from the college stating the specific awarded course, the semester enrolled and the amount paid for this course.

Send to: Tuition Assistance
UI Learning & Development
121-51 USB

Failure to complete this form and mail in all required information will delay the payment process.

After verification of information, a check will be sent in approximately two weeks or a direct deposit (if previously set up with the University Billing Office) in approximately one week. The direct deposit form may be completed online on web ISIS.