



Tuition Refund Application Form

Section 1 To be completed by the employee and returned to Human Resources for processing. All fields must be completed in full. Incomplete applications will be returned to the staff member.

Please complete an application form for each semester.

Employee's Name:		Employment Date: (yyyy-mm-dd)	
Employee's Mohawk ID:		Student's Mohawk ID:	
Full Name of Student:		Student's Birthday: (yyyy-mm-dd)	
Relationship to Employee:			

Name of Program:

Semester Start Date:

Duration of Program:

Section 2 To be completed by Human Resources

The above-named employee is eligible for a tuition refund of \$ _____
(Tuition less \$50.00).

I also verify that the above-named student has enrolled and the fees have been paid as stated in Section 1.

Tuition Fee Paid: \$ _____

Authorized Signature: _____ Date: _____

Section 3 To be completed by Payroll Services

A reimbursement will be issued to _____'s paycheck in the amount of \$ _____ on _____.

Authorized Signature: _____ Date: _____