Tuition Refund Claim Form

Region of Waterloo

Date Claim Form Submitted: _____/_____/_____
Day/Month/Year

Employee Name: _____ Employee #:_____

Department: _____ Division:_____

Work Location:_____ Phone Number: _____

Course Title: _____ Actual Cost: $_____

Start Date: _____/_____/_____
Day/Month/Year

Completion Date: _____/_____/_____
Day/Month/Year

❑ **Attach proof of successful course completion**

❑ **Attach a copy of itemized receipt for fees paid by employee**
(Original should be retained by employee for income tax purposes)

Please Note: books, course materials, supplies and travel costs are not reimbursable under this program unless specified by collective agreement.

Approval for Payment:

❑ **Job Related** Amount of Refund Approved: $_____

Budget Account Number:

_____ Date: _____/_____/_____
Signature: Supervisor Day/Month/Year

Forward to Finance – Treasury Services

❑ **Career Related** Amount of Refund Approved: $_____

Budget Account Number:

_____ Date: _____/_____/_____
Signature: Director, Employee & Organization Effectiveness Resources Day/Month/Year
Human Resources

Forward to Human Resources

Payment for approved courses will only be made if the following conditions have been met:

- your application was submitted on form HR 20 and was pre-approved by your Department Director or Human Resources
- you are still continuously employed with the Region of Waterloo
- you have completed and submitted this Tuition Claim Form within six months of successful course completion or by January 31st of the year following completion, whichever comes first.
- an itemized receipt for fees paid has been submitted with your Tuition Claim Form
- proof of successful course completion has been submitted with your Tuition Claim Form