

Tuition Reimbursement Program Application

This Application is only for the PhD Tuition Reimbursement Program offered to Drake University Full-time Exempt Faculty and Staff pursuant to a pilot program offered by Drake University effective August 1, 2008.

Employees wishing to participate in the PhD Tuition Reimbursement Program must first submit this application and a statement of support from his or her direct manager or, in the case of faculty, a statement of support from the applicable Dean. This Application requires the signature and approval of the direct manager, the Dean or Department Leader, if other than manager, and the Provost or VP Level manager, if other than the manager. Human Resources will then submit applications to the President's Cabinet or a committee designated by the President's Cabinet, for review. If an employee's course decisions are dependent on approval of his or her application, he or she should submit the application as far in advance as possible. However, Drake cannot guarantee approval decisions will be made prior to the start of the semester.

Once an application is approved, tuition reimbursements are authorized for a maximum of three (3) years (subject to termination of this Program) so long as reimbursements are for the same program at the same institution and so long as all other terms of the PhD Tuition Reimbursement Program remain satisfied. Any prior approval shall be automatically rescinded if any terms of the Program are no longer satisfied. In order to receive a reimbursement, the applicant must submit a reimbursement form upon successful completion of the academic semester. The reimbursement form can be found on the HR web site or by contacting Human Resources at 271-3133.

Name of Applicant: Today's Date:

Position Title: Department:

Date of hire in current position at Drake: Banner ID:

PhD or Doctoral Program:

Name of Accredited Institution:

Description of
how this
educational
program is
related to your
position at
Drake
University.

By signing below, you agree to abide by all terms of the PhD reimbursement policy, including the payback provisions in the event you leave Drake University before the end of the third year after completion of the PhD program.

Employee Signature

Date

Manager Signature

Date

In addition to this form, Managers must attach a Statement of Support for this educational pursuit confirming that the PhD program is job related pursuant to the requirement of the PhD tuition policy.

Dean or Department Leader if other than Manager

Date

Provost or VP Level Approval, if other than Manager

Date

UPON COMPLETION PLEASE FORWARD TO HUMAN RESOURCES