

**Rice University**  
**Application for Tuition Reimbursement**

Step 1: This application must be completed, signed, approved by supervisor, and submitted to Human Resources **before the start date of the course** for which reimbursement is being requested.

Step 2: Upon completion of the course, the employee must submit receipts for tuition and fees (and grade for the course if taken for credit) to Human Resources in person, via campus mail (MS-92), or by email to [benefits@rice.edu](mailto:benefits@rice.edu).

Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Department/School/Division: \_\_\_\_\_

Position: \_\_\_\_\_ Faculty Staff

---

Educational Institution: \_\_\_\_\_

Course title: \_\_\_\_\_ Tuition: \_\_\_\_\_

Starting date: \_\_\_\_\_ Mandatory fees: \_\_\_\_\_

Ending date: \_\_\_\_\_ Total cost: \_\_\_\_\_

---

This course is being taken for:

Credit towards a degree (please check one)

Associate's Degree    Bachelor's Degree    Master's Degree    Doctoral Degree

GED/High School Equivalency course preparation/exam

Career development

How does this course support your career at Rice? \_\_\_\_\_

---

---

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Courses approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources