**Tuition Reimbursement, Seminar and Conference Fund**
**1199 & SCOPE/OEA - Bargaining Units 10, 11 or 12**
**Application Form (effective July/06)**

Date_____

Name: _____ Employee ID #:_____
Last First M.I.

Home Address: _____
Street City State Zip

Home Telephone _____ Work Telephone _____

Department/Agency:_____Facility/Office_____

E-mail_____

Classification and Work Title:_____

Degree enrolled in _____ **Graduate** _____ **Undergraduate** _____

**Please Note: If the indicated course(s) is not job related or related to any position in the bargaining units, you may still be eligible for reimbursement if your degree is related.**

| Course # | Title of Training | Date From/Date To | Credit Hours |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

Name of school or sponsoring organization: _____

How is the course(s) related to your job, or to other positions in the bargaining unit?

_____

_____

| Request for reimbursement: | Yes | No | Amount |
|---|---|---|---|
| Tuition | ☐ | ☐ | _____ |
| Seminar, Conference | ☐ | ☐ | _____ |
| Books, Lab Fees (list each) | ☐ | ☐ | _____ |

**Please fill out application thoroughly.**

**Please note: Your application will not be processed unless all the following information is completed.**

**For Agency Designee:**

1) Related to current position or other positions in bargaining unit

Yes ☐ No ☐

_____
Management Representative - Name and Title

_____
Comment if not recommended

2) Agency funds available

Yes ☐ No ☐

_____
Management Representative - Name and Title

_____
Comment if not recommended or details of amount reimbursed by agency

**For Department of Administrative Services:**

Yes ☐ No ☐

_____
David W. Penn III Date

_____
Comment if not approved

**In order to receive reimbursement, the following information must be received and approved by the Department of Administrative Services. The reimbursement will be made within 30 days (if possible) and does not pay for travel, food or lodging.**

| | | | |
|---|---|---|---|
| For Seminars: | Proof of Payment<br>Proof of Attendance/Certificate<br>Flyer or Description of Seminar | For Tuition: | Proof of Payment/ Book Receipt<br>Fee Schedule<br>Final Grade<br>Course Description |

The application form, receipts, and any other necessary attachments are to be mailed to:

**DAS/Human Resources Division**
**Tuition, Seminar and Conference Fund**
**30 East Broad Street / 27th Floor**
**Columbus, Ohio 43215**
**Attn: David W. Penn III**