

Fargo Rental, Inc.

TUITION REIMBURSEMENT REQUEST (Form must be completed and submitted for approval 14 days before a course begins)

Employee Name: _____ Date: _____

College/University attended: _____

Course title/number: _____

Term began: _____

Course grade: _____ (please include/attach certification)

Term ended: _____ Date course was completed: _____

Applied to a degree? Yes No

Cost of Course \$ _____ per credit hour = \$ _____ TOTAL COST

Hours completed: _____ Academic Field: _____

Degree program in which currently enrolled: _____

I have been provided a written copy of the Fargo Rental, Inc Tuition Reimbursement Policy that should I leave the College, I will be responsible to Fargo Rental, Inc for any tuition reimbursement as outlined in the Tuition Reimbursement Policy

Employee signature: _____ Date: _____

Approved Not Approved

Supervisor approval: _____ Date: _____

Payment of tuition reimbursement will be made upon submission of proper documentation. Proper documentation showing successful completion of the course(s) should be submitted along with receipts for tuition no later than 60 days after the course(s) is completed, and given to the Human Resource Department who is responsible for processing. Originals to Human Resource Department. Copy goes to Employee.