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Form 217-B: Final Request for Tuition Assistance and Employment Continuation Agreement

Name: Employee ID #: Department: Job Title: Office phone: Cell/home phone:

Total reimbursement requested initially approved on Form 217-A:

Total reimbursement being requested: (Reimbursement may not exceed eligible tuition and mandatory attendance fees, approved in Form 217-A.)

A copy of my Chancellor-approved Form 217-A is attached. Yes No

A copy of my transcript is attached, providing proof that I have satisfactorily completed the courses approved on Form 217-A. Yes No

A copy of any and all other necessary receipts are attached to support my request for reimbursement of tuition. Yes No

For Applicant: By my signature below, I attest, under penalty of perjury, that all attachments to this form are authentic copies and that I have successfully completed all coursework in keeping with Program requirements found in Policy #217.

Employee/Applicant's signature Date

For Supervisor: I approve this request, certifying that the applicant abided by the scheduling matters we agreed to related to the employee's attendance to class and work.

Supervisor's signature Date

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For Human Resources Director or Assistant Director:

I attest that the employee had approval on Form 217-A for the classes claimed on this form. I also attest that this applicant has met the program requirements as outlined in Policy# 217, based on what has been submitted.

Human Resources Director or Assistant Director Date

Once HRD or HRAD approves this form for reimbursement, the HRD or HRAD shall cause a BRCC "Request to Pay" document to be submitted to accounting so that the employee can be reimbursed. Both the approved forms 217-A and 217-B shall be attached to the "Request to Pay" form as proof. A copy of the completed "Request to Pay" form shall be filed in the employee/applicant's human resources file.