

# Request for Tuition and Fees Reimbursement Collin Employee Scholars Program



To obtain reimbursement of tuition and required fees, **the applicant is required to create a spend authorization in Workday and attach all required paperwork for payment processing** within 45 days of receiving the term grade report. The reimbursement will be processed and direct deposited to the bank account on file in the college's Business Office.

- University invoice reflecting tuition and fees paid
- Proof of payment
- Grade report or transcript reflecting completed course(s) with a "B" or higher

Participant Name:	CWID:
Department Name:	Office Phone:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date