

# Active Employee Customized Course Application

Date

Badge #

Name

Home Address

e-mail address

Phone Number

Department

Position Title

Name of Institution to attend

Course name

Start Date

End date

Cost

If courses are leading to a degree, professional certificate or license please state below.

In addition to this application you must submit all supporting documentation to Jessica Carpio.

Supporting Documentation for Tuition Reimbursement includes the following: Complete address or weblink to the institution/school; Copy of course description from the institution/school catalog; Copy of proposed tuition costs along with compulsory fees (lab fees/material fees).

I authorize the course vendor(s) of the course(s) listed above to release any information requested by UPI Career Development regarding tuition paid, attendance, and completion of courses.

Signature

Date