CALTECH Tuition Reimbursement Plan

REQUEST FOR REIMBURSEMENT OF TUITION – FORM 15-15B

Academic Program Approval Form 15-15A must be approved before instruction begins. After registering for class(es), complete and submit this form, 15-15B, along with a copy of the course syllabus, to the office of Tuition Reimbursement.

Name_________________________________________  Email _________________________________

Job Title_________________________________________  Ext ____________________________ Mail Code ________________

Dept./Div._______________________________________  School ________________________________

Session Starting Date___________________________  Ending date _________________________

<table>
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<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
<th>Tuition</th>
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Total Tuition (this session) $ ____________

Other Reimbursable Fees $ ____________ (Attach explanation)

Total Amount Requested $ ____________

The information above is correct, and I further certify that I will not receive duplicate or comparable fees for this tuition from any grant, scholarship, or VA benefit.

Employee ________________________________

This employee remains eligible for participation in the Tuition Reimbursement Program.

Supervisor ________________________________  Date ________________________________

Within 30 days of course completion, submit the following to Tuition Reimbursement:
  o Official course grade (2.0 or C, or better)
  o Itemized receipt of fees paid, listing course name, units, and tuition per unit

At that time, this request (15-15B) will be processed for payment.

Approval to pay (HR Use Only)

_________________________________________  Amount to pay $ __________

Tuition Reimbursement Coordinator ___________________________  Date __________________

Form 15-15B Effective 1/1/2003