

NEVADA SYSTEM OF HIGHER EDUCATION
SYSTEM ADMINISTRATION
 Chancellor's Office, SCS, University Press, EPSCoR NVIE
REQUEST FOR GRANTS-IN-AID FOR CLASSIFIED STAFF

Employee Name: _____ Department: _____

Employee Identification Number: _____

Request is: Employee Requested _____ Supervisor Requested _____

Year: _____

Semester (Circle): Fall Spring Mini 1st Summer 2nd Summer 3rd Summer

Institution: UNR ___ UNLV ___ TMCC ___ WNCC ___ GBC ___ CSN ___ NSC ___

DEPT	COURSE NUMBER	SECTION NUMBER	NAME OF COURSE	DAY	TIME	NUMBER OF CREDITS	
						UNDER-GRAD	GRAD

Signature of Employee

Date

To be completed by immediate supervisor and appointing authority:

Time off to attend class will be:

_____ Granted as released time; considered time worked.

_____ Approved as annual leave.

_____ Other - please describe _____

Signature of Immediate Supervisor

Date

Signature of Appointing Authority

Date

The above signatures certify that the course(s) listed above is job related and will benefit this employee in their current job. It has been approved under the terms of tuition reimbursement.

SCS EMPLOYEES: Forward approved form to SCS Budget Office

ALL OTHER DEPARTMENT EMPLOYEES: Forward approved form directly to System Administration HR

Signature of System Administration Human Resources Rep.

Date

(See reverse side for instructions/additional information)

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Tuition Reimbursement for Classified Staff Instructions/Information

1. Courses taken by classified employees are subject to the provisions of NRS 284.343 and NAC 284.482 through
2. This form is to be used for requesting approval to take NSHE credit courses and to request reimbursement at the close of the semester per the terms of this policy.
3. Tuition will be reimbursed to classified employees providing the course will improve job performance and/or update the employee's skills, knowledge and techniques in the current position and/or be beneficial to the
4. The immediate supervisor and appointing authority approve the taking of job related courses. The System Administration Human Resources Office will certify if the employee is eligible for tuition reimbursement.
5. A "Request for Tuition Reimbursement for Classified Staff" form must be completed by the employee **and approved prior to registration** by the immediate supervisor and the appointing authority. **Prior to registration the form** needs to be approved by the System Administration Reno Office.
6. The employee is required to pay for the courses at the time of registration and will be reimbursed for tuition expenses after providing evidence that the course was successfully completed with a grade of "C" or better, (or "pass" in the case of pass/fail courses).
7. For full-time permanent employees, the maximum reimbursement is limited to 6 credits per fall and spring semester and 3 credits per summer session. For part-time (50% or above) permanent employees, reimbursement is limited to 3 credits per fall and spring semester and 3 credits per summer session.
8. Upon successful completion of the course, the employee submits **the original receipts, and a copy of the grade report** to the System Administration Office for processing of their reimbursement.
9. Registration and directly related fees (i.e., per-credit-hour fees and laboratory fees) will be reimbursed to the employee from a central account following the semester in which the course was taken. Books, supplies, and other related costs are the employee's responsibility.
10. The reimbursed cost of tuition for graduate level courses is considered income and is subject to federal income tax withholding.