

Alaska Court System

Employee Application for Tuition Reimbursement

Note: Employees must receive approval for reimbursement before enrolling in or registering for the course/training.

Section A – Application

(To be completed by applicant.)

Please Print

1. Name of Employee: _____ PCN: _____
2. Department: _____ Court Location: _____
3. Position Title: _____ Work Phone: _____

I hereby apply for tuition reimbursement for the training described below. I understand that I must show proof of successful course completion before being reimbursed. This proof includes a copy of my course grades or a certificate showing successful completion. I verify that all information contained in this document is correct to the best of my knowledge.

(Employee's Signature) _____
(Date)

4. Title of course/training: _____
(Attach with this document course/training description prepared by the institution giving the course/training.)
5. Location of course/training: _____
6. Training institution: _____
7. Number of credits if applicable: _____
(Indicate semester or quarter if applicable.)
8. Dates of course/training: _____
9. Amount requested for reimbursement: _____

**Section B – Recommendation to the Administrative Director from the
Tuition Reimbursement Review Team**

- The review team recommends approval of this request.
- The review team recommends against approval of this request.

Explanation: _____

Human Resources Director: _____
Signature Date

Approved for reimbursement: _____
Administrative Director Date

Amount to be reimbursed: _____

- cc: Human Resources
- Personnel File
- Deputy Administrative Director
- Area Court Administrator
- Fiscal Manager
- Resource Development Officer