



## Tuition Assistance Request Form

### Part 1: Personal Information

Name _____	Date _____
Phone Number _____	E-mail _____
Job Title _____	Manager _____
Have you applied for or received tuition assistance from Evergreen in the past? Yes No	

### Part 2: Education Progress Information

Name of School _____
Degree/Major _____
Expected Date of Graduation _____ Undergraduate or Graduate (Circle one)

### Part 3: Course Information

Title of Course _____
Start Date: _____ End date: _____
Tuition Amount: _____
Reason for Taking Course
_____
_____
_____

### Part 4: Certification and Signature

I hereby certify the above information \_\_\_\_\_

Submit completed form to Vice President Human Resources.

Office Use Only:	
Manager _____	Date _____
VP of Human Resources _____	Date _____