



We Are Your Opportunity
STAFF TUITION REIMBURSEMENT FORM

EDUCATIONAL OPPORTUNITIES CERTIFICATION FOR GENERAL LABORERS

EDUCATIONAL OPPORTUNITIES. The tuition and registration fee will be reimbursed for attending classes at Delta College to all employees of Delta College in the position of General Laborer. However, all class fees are still applicable. The employee must be employed at time of registration and throughout the duration of the class and show proof of class completion (i.e. transcript, grade sheet, etc.) to be eligible for reimbursement.

I have reviewed the agreement between Delta College and the AFSCME Local Union and certify that I am in compliance with the guidelines and eligible for benefits. In order to process my reimbursement, I have attached a copy of my grades for this semester.

Name of Employee

Student Number

Signature of Employee

For Supervisor Approval Use Only

Number of Credits Approved: _____

Department Supervisor Signature: _____ Date: _____

For HR Use Only

Hire Date: _____ Percent Eligible: _____

Human Resource Office Approval: _____ Date: _____

For Finance Office Use Only

Semester: _____ Verified By: _____

Val. #: _____ Cost Center: _____

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