

Processing of Educational Assistance Documents

All documents must be submitted in PDF format.

- **Fee Waiver application submission** once approved by HR Department; the form must be submitted to the attending College/University Bursars Office by the applicant within 14 calendar days of registration date.
- **Discount for Spouse/Dependent** application once approved by HR Department must be submitted to the attending College/University by the Applicant.
- **Tuition Reimbursement** completed application with applicable signatures must be submitted within 14 calendar days of registration (Letter of Late Submission if applicable). Once pre-approved the application will be returned to the applicant that applicant has met the requirements. Once final grades for current course(s) have been posted. Applicant must provide HR Department with a copy of Final Grades and Copy of Payment Receipt. Final approval process from HR for Reimbursement will be noted and application returned to applicant for processing within their department. (Instructions on processing provided).
- **Discount for Degree Incentive Guidelines** Applicant must submit a copy of **Degree Awarded** Transcript/Diploma **Completed application** with applicable signatures must be submitted **within 30 days** after degree is awarded to HR Department. Once approved the application will be returned to the applicant to have been processed within their department.

Contact HR Department for more information via [email](#) or call 615-963-6677 Mrs. Mercer