

# Tuition Reimbursement Form Instructions for Submitters

The **Tuition Reimbursement Form** is now submitted **online**. Follow the simple instructions below to learn how.

Scan the QR code or visit:  
[https://bit.ly/tuition\\_reimbursement\\_form](https://bit.ly/tuition_reimbursement_form)



Login to Droplet using your CPS credentials through SSO.

### Initial Request

Submit **course details** to your supervisor according to the form. All fields are required. When finished, click **Submit**.

The semester you choose is dependent on the course start date (Fall courses start no earlier than August 1, Spring starts December 1, and Summer starts May 1).

*Please consult the [tuition reimbursement guidelines](#) here to know the allowable tuition reimbursement amount for your unit.*

Your request has been sent to your supervisor and HR for approval. You will receive an email notification with a decision made by HR, and you may receive additional emails if more information is needed.

### Request Reimbursement after Course Completion

Select **"I completed the course"** and supply the **transcript** and **receipt**. You will get an email notification from finance with a final approval.

**Semester**

Fall  Spring  Summer

**Date Course Begins**  **Date Course Ends**

**Name of College/University**  **Course Title**

**Number of Credits**  **Course Syllabus**

**Tuition Cost \$**  **Reimbursement Requested \$**  **Request Maximum**

**Relevance to Your Position / Professional Development**

**Supervisor Email**  **Supervisor Full Name**

**Submit**

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**Course Completion Information**

**Course Outcome**

I did not complete the course and am no longer seeking reimbursement

I would like to make changes to the course details

I completed the course

**How will you be sharing your transcript?**

I will attach it here

It will be mailed by the institution

**Transcript (Official or Unofficial)**

**Receipt of Payment**

Credit card statement not needed

By submitting this form you are attesting that you completed the course and according to all the details you have provided

I agree

**Submit**

**Note:** Paper forms are no longer accepted.

**Save this link** for future use: [https://bit.ly/tuition\\_reimbursement\\_form](https://bit.ly/tuition_reimbursement_form)

### Make Changes to a course before it's complete

If you must make changes to the course Title & Syllabus or the Reimbursement Requested, please select **"I would like to make changes to the course details"** and complete the form appropriately. HR will review the changes and you will receive an email notification with their decision.

### Dropping a Course

Select **"I did not complete the course and am no longer seeking reimbursement."**

Please do this as soon as you are aware of doing this. It will free up funds for others requesting reimbursement.

**Note:** If there are mistakes on your form, your supervisor, HR, or finance can return the form to you for changes. You will get an email notification with an explanation and will need to address the request in order for your request to move forward.

#### Course Outcome

- I did not complete the course and am no longer seeking reimbursement
- I would like to make changes to the course details
- I completed the course

#### I need to make changes to:

- Course Title & Syllabus
- Reimbursement Requested

#### NEW Course Title

#### Additional Information

Submit

#### Course Completion Information

##### Course Outcome

- I did not complete the course and am no longer seeking reimbursement
- I would like to make changes to the course details
- I completed the course

##### NEW Course Title

Submit