

## Tuition Reimbursement Order Form

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Preceding semester's GPA (proof required) \_\_\_\_\_

Number of semesters employed \_\_\_\_\_

Average number of weekly hours worked \_\_\_\_\_

Satisfactory rating or better on evaluation? \_\_\_\_\_

Number of absences during previous semester \_\_\_\_\_

Any accidents on the job last semester? \_\_\_\_\_

Total Cost of Books (proof required) \_\_\_\_\_

% of Book Cost Earned \_\_\_\_\_

Amount of tuition aid requested \_\_\_\_\_

Employee's signature \_\_\_\_\_

Manager's signature \_\_\_\_\_

General Manager's signature \_\_\_\_\_

## Tuition Reimbursement Information

If you are a part time employee of UNLV Dining Services and you are attending UNLV, you may be eligible for tuition and/or book aid. The aid will be given regardless of where you buy your books and whether you are a part time or full time student. To be eligible, you must satisfy the following criteria:

- You must have worked at least one full semester.
- You must have worked a minimum of eight hours/week on average during the previous semester and be scheduled for at least eight hours per week for the current semester.
- You must obtain a satisfactory or better rating for your work performance and have no written warnings.
- You must obtain a 3.0 GPA for the preceding semester.
- You must be responsible for your shifts during finals week of the preceding semester.
- You must not have had a controllable accident or incident during the preceding semester.
- You must have no more than 3 absences per semester.
- You must provide original receipts for your books and tuition as proof of payment.

### Book Aid

<u>Semesters Worked</u>	<u>%of Book Cost</u>	<u>Max per Semester</u>
2 <sup>nd</sup> Semester	25%	\$50
3 <sup>rd</sup> Semester	40%	\$90
4 <sup>th</sup> Semester	65%	\$150
5 <sup>th</sup> Semester	75%	\$200
6 <sup>th</sup> Semester	85%	\$240
7 <sup>th</sup> Semester	95%	\$290

### Tuition Aid

5 <sup>th</sup> Semester	\$100
6 <sup>th</sup> Semester	\$125
7 <sup>th</sup> Semester	\$150

All semesters following the seventh will follow the seventh semester plan as outlined above.