INSTRUCTIONS:

Complete, sign and date this form and attach the following documentation for each course taken:

1. Detailed bill (not a credit card receipt) showing course taken, tuition expense, and related lab fees, if applicable. Documentation must clearly show the course title and number, semester, and date of the first class (eg., class schedule). Note: While lab or computer fees that are directly related to the course taken are covered, no other fees charged by the college, such as for registration or student activities, are covered under this policy.

2. Detailed receipt (not a credit card receipt) showing book title(s) and cost.

3. Copy of final grade showing successful completion of the course taken.

Send this form and documentation to the Director of Human Resources. Please note that the maximum reimbursement per fiscal year (July 1-June 30) is $4,000 and that reimbursements are charged to the fiscal year in which the first class is held.

NAME: ____________________________________________

COLLEGE/UNIVERSITY: ____________________________________________

SEMESTER: ____________________________________________

DATE OF SEMESTER'S FIRST CLASS: ________________________________

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<tr>
<th>Course Taken</th>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Books</th>
<th>Lab Fees</th>
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Sub-Totals

Total

SIGNED: ____________________________ DATE: ____________________________

01/08