



EMPLOYEE EDUCATION ASSISTANCE PROGRAM Reimbursement Request Form

Office of Human Resources
500 W. University Ave.
El Paso, TX 79968
Fax #: (915) 747-5815
EEAP@utep.edu

The University of Texas at El Paso may reimburse employees up to established limits for qualified educational expenses that meet the requirements of Handbook of Operating Procedures Section V. Chapter 26.

Reimbursement of tuition and fees for courses is subject to the following limits and **must have paid their tuition and fees personally with no state or federal funding.**

1 Credit Hour	\$170	3 Credit Hours	\$500	5 Credit Hours	\$835
2 Credit Hours	\$335	4 Credit Hours	\$670	6 Credit Hours or more	\$1,000

Instructions:

1. Reimbursement request forms must be submitted within the same fiscal year as the class completion date.
2. Complete and sign EEAP Reimbursement Request form.
3. Attach required supporting documentation.
 - Proof of Course Payment
 - Proof of Successful Course Completion
4. Submit form via email to EEAP@utep.edu. Please do not include other parties when submitting your documentation.

Employee Name (print): _____ Department: _____

Employee ID _____ Student ID _____

Course No: _____ Course Name: _____ Credit Hrs: _____

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Course No: _____ Course Name: _____ Credit Hrs: _____

Semester or Term: _____

I attest that I am a full-time employee, I am not serving under a probationary period, and I am not currently subject to a disciplinary action. I also attest that the course for which this reimbursement is requested has been successfully completed, and that **the course relates to my job duties or meets the requirements of my approved degree plan.**

Employee Signature

Date

Department Head or Chair

Date

Amount Requested: \$ _____

For Official Use Only (Received):	
_____	_____
Office of Human Resources	Date