



OLD DOMINION UNIVERSITY

Research Foundation

TUITION ASSISTANCE APPLICATION

TAF #

Employee Information:

Name:	UIN:	Date:
Mailing Address:	City:	State & Zip:
Dept. Phone:	Dept. E-mail:	

Summary of Terms of Agreement: Payment of tuition only, per-credit-hour, not to exceed the Old Dominion University in-state tuition rate, for 1 course up to 4 credit hours per semester contingent upon availability of funding. Employee must be actively employed at completion of course and submit passing grade per policy. Resignation or termination before the completion of the semester or course for which educational assistance is provided will require repayment of the tuition assistance. Employee's signature authorizes the repayment deduction from the employee's final pay or leave pay-out.

Education Assistance:

<input type="checkbox"/> I request a tuition advance. (Submit the Tuition Assistance Agreement Form, course description and proof of registration.)	\$ _____ Object Code 1206
<input type="checkbox"/> I request tuition reimbursement. Attach course description. Course should be pre-approved by ODU Research Foundation prior to start of class and prior to reimbursement request.	\$ _____ Object Code 2262
University/College Attending:	Course Number & Title: Credit Hours:
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Degree: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	<input type="checkbox"/> Job Related <input type="checkbox"/> Career Related

If job related, please explain how this course will benefit current and/or future performance expectations:

Employee Signature:	Date:
---------------------	-------

Approvals: Project #: 900100-515

Advance Approval	Settlement Approval
Supervisor:	Supervisor:
Human Resources:	Human Resources:

Research Foundation Use Only Settlement:

Total Advanced: \$ _____	Check #: _____ Date _____
Total To Settle: \$ _____	Check Received: \$ _____ Check #: _____
Due ODURF: \$: _____	Grade: _____ Date _____