**Employee Development**

**Tuition Subsidy Application Form – #3-346-03**

Please refer to OP 3-346, Fleming Tuition Subsidy for eligibility rules. Please complete this form and submit through the Expense Module in PeopleSoft (Evolve) with all supporting documentation included.

**Expense Module:** My Self Service>Travel and Expenses>Expense Reports>My Expense Reports

|  |  |
| --- | --- |
| **EMPLOYEE INFORMATION** | |
| Employee Group | Choose an item. |
| Employee Name |  |
| Employee ID |  |
| Department: |  |
| Position: |  |

|  |  |
| --- | --- |
| **PROGRAM INFORMATION** | |
| Course Name |  |
| Course Number |  |
| Cost of Course as listed |  |

I Click or tap here to enter text. understand and accept the conditions of this tuition subsidy application as outlined in Operating Procedure #OP-3-346A, Tuition Subsidy, and Policy #3-346 – Employee Learning and Development.

|  |  |
| --- | --- |
| **Employee Signature** | **Date:** |
|  | Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Manager’s Approval** | | |
| Name | Signature | Date: |
| Click or tap here to enter text. |  | Click or tap to enter a date. |
| Is this course or program related to the employee’s current or future responsibilities at Fleming College? | | Choose an item. |

Completed forms and supporting documentation must be submitted via Expense Module in PeopleSoft:

**My Self Service>Travel and Expenses>Expense Reports>My Expense Reports**