



# EMPLOYEE EDUCATION ASSISTANCE PROGRAM Reimbursement Request Form

Office of Human Resources  
500 W. University Ave.  
El Paso, TX 79968  
Fax #: (915) 747-5815  
[HRSupportCenter@utep.edu](mailto:HRSupportCenter@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 request forms must be submitted within the same fiscal year as the class completion date. 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	\$500	6 Credit Hours or more	\$1,000

Instructions:

1. Complete and sign EEAP Reimbursement Request form.
2. Attach required supporting documentation.
  - Proof of Course Payment
  - Proof of Successful Course Completion
3. Forward to Office of Human Resources (Administration Bldg., Room 216).

Employee Name (print): \_\_\_\_\_ Department: \_\_\_\_\_

Employee ID \_\_\_\_\_ Student ID \_\_\_\_\_

Course No: \_\_\_\_\_ Course Name: \_\_\_\_\_ Credit Hrs.: \_\_\_\_\_ Grade: \_\_\_\_\_

Course No: \_\_\_\_\_ Course Name: \_\_\_\_\_ Credit Hrs.: \_\_\_\_\_ Grade: \_\_\_\_\_

Course No: \_\_\_\_\_ Course Name: \_\_\_\_\_ Credit Hrs.: \_\_\_\_\_ Grade: \_\_\_\_\_

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 (Approval):			
_____	_____	_____	_____
Office of Human Resources	Date	Student Business Services	Date