EMPLOYEE EDUCATION ASSISTANCE PROGRAM
Reimbursement Request

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

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

Instructions:
1. Complete and sign EEAP Reimbursement Request form.
2. Attached 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: ______
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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: $_________

Required supporting documentation:
- Proof of Course Payment
- Proof of Successful Course Completion

For Official Use Only (Approval):

__________________________________________
Office of Human Resources

__________________________________________
Date

__________________________________________
Student Business Services

__________________________________________
Date

07/2019