



Employee Name:  
RCUH ID:

Upload form and supporting documentation to RCUH Employee Self Service (ESS) at least 2 days prior to course start date via eUpload Section.

## RCUH Tuition Reimbursement Application

(For Regular Status Employees with at least 1 year of continuous service as of applicable course start date)

*Instructions: Submit this completed application with Principal Investigator acknowledgement and signature. You must also attach proof of course registration, proof of payment, and a short course description of its relevance to your position at the RCUH.*

If you have any questions, please email: [rcuh\\_admin@rcuh.com](mailto:rcuh_admin@rcuh.com).

### SECTION 1: COURSE DESCRIPTION

University of Hawaii Campus:

Course Semester:

Other:

Start Date:

End Date:

*\*If attending a course of instruction outside of the University of Hawaii system, please attach the current tuition and fee schedule for your school, a current course description, and justification that it is a course not similarly offered at a UH campus.*

Course #/Name:

Course Level:

Undergraduate

Graduate

Course Description & Relevance to job:

Credits Requested (max. 3 credits per semester):

Cost per credit: \$

Total Tuition Reimbursement Requested: \$

Receipt & Confirmation of Course Registration Attached

### SECTION 2: APPLICANT CERTIFICATION OF AWARENESS

*I acknowledge that I have read RCUH policy 3.460 and certify that I am eligible for tuition reimbursement. I will submit my final grade report to the RCUH ESS eUpload within thirty (30) days of course completion with a grade of "C" or better. I understand that I am responsible for my own tuition bills regardless of the amount of assistance provided by the RCUH.*

*Information provided on this form is true and complete to the best of my knowledge.*

Applicant Signature/Date:

### SECTION 3: PRINCIPAL INVESTIGATOR ACKNOWLEDGEMENT

*I have discussed the contents of this application with my employee and I agree that the course is job related to their position. I am providing additional justification if this course is not directly related to my employee's position description (i.e. stated in the minimum qualifications), however I believe the course has relevance to this employee's job. I have ensured that the course does not interfere with work scheduling and/or project needs.*

Principal Investigator Signature/Date