

University of Houston – Downtown

**Staff Mandatory Fee Reimbursement Request**

Effective Fall 1994, the University of Houston - Downtown (UHD) will reimburse up to \$400 in mandatory fees per regular semester (Fall or Spring) to UHD full-time employees (100% FTE) meeting the following criteria: (1) Enrolled at UHD in at least one academic course in a regular semester; and (2) Employed at UHD on or before the 12<sup>th</sup> class day and through the official close of the term\* for the specified semester; and (3) Earned 'C' grades or better in the specified semester; (4) only receive reimbursement on courses completed at UHD; and (5) have no financial obligations to the university. Please complete this form and submit to the Human Resources Department prior to the official close of the term.

\*Refer to the semester class schedule for the official required dates.

**EMPLOYEE CERTIFICATION**

Employee's Name: \_\_\_\_\_  
(Last Name) (First Name) (M.I.)

Employee's Student I.D. Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Semester: (Check One)  Fall  Spring \_\_\_\_\_ Year

12<sup>th</sup> Class Day: \_\_\_\_\_ Official Close of Term: \_\_\_\_\_

I certify that my employment status meets all the requirements for the staff mandatory fee reimbursement program. I understand that if my employment status during the specified semester changes and I become ineligible for this program and/or I do not meet the grade requirement, I will not be entitled to reimbursement of mandatory fees.

EMPLOYEE SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**HUMAN RESOURCES (HR) CERTIFICATION**

\_\_\_\_\_ Personnel documents verify full-time (100% FTE) employment during the period specified above. Reimbursement of mandatory fees up to \$400 is recommended.

\_\_\_\_\_ Personnel documents do not verify full-time (100% FTE) employment during the period specified above. Reimbursement of mandatory fees up to \$400 is not approved.

HR STAFF'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**BUSINESS AFFAIRS (BA) CERTIFICATION**

\_\_\_\_\_ Academic records verify enrollment at UHD in at least one academic course in the specified semester. Reimbursement of mandatory fees up to \$400 is approved for courses completed with a 'C' grade or better. (Per IRS regulations, reimbursement checks are subject to withholding taxes to be deducted through the payroll cycle.)

\_\_\_\_\_ Reimbursement is not approved. Employee failed to meet the following requirement(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Enrollment in an academic course | <input type="checkbox"/> Submission prior to official close of term |
| <input type="checkbox"/> 'C' grade or better              | <input type="checkbox"/> No financial obligations to the university |

BA STAFF'S SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

CHECK AMOUNT: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_ DATE MAILED: \_\_\_\_\_