Tuition Reimbursement Form for STAFF NURSES
Fax 347-396-8947 or email to bbutler1@health.nyc.gov

Instructions: Please print legibly or type. Completed applications must be forwarded with appropriate documentation (i.e., copy of conference, workshop brochure or course description, proof of payment, proof of attendance or passing grade or student transcript).

Last Name: ___________________________________________ First Name: ___________________________________________

(Employee Identification #) _________________________ School Assignment ____________________ Dist.: ____________________

COLLEGE/UNIVERSITY AND/OR CONFERENCE, WORKSHOP, COURSE INFORMATION:

Degree Presently Held: ______________________________ Degree or Certificate Being Sought: ___________________________

College/University or Institute of Attendance: ______________________________________________________________________

School Address: _____________________________________________________________________________________________

City: ______________________________________________________________ State: ____________ Zip Code: ______________

Semester of Attendance (check one): _____ Fall _____ Spring _____ Summer

List Job-Related Course(s) or Workshop(s):

1. ______________________________________________________ Date: ______/______/______ TO ______/______/______
   Cost for conference, workshop or course: $__________________________

2. ______________________________________________________ Date: ______/______/______ TO ______/______/______
   Cost for conference, workshop or course: $__________________________

3. ______________________________________________________ Date: ______/______/______ TO ______/______/______
   Cost for conference, workshop or course: $__________________________

Total Tuition Cost Submitted: $__________________________

NOTE: Late Fees, and Program Fees are not paid for by Tuition Reimbursement and are the responsibility of the applicant.

Fax this form along with the signed IMPREST form and your documentation to: 347-396-8947.

March 2018