



1. EMPLOYEE INFORMATION:

Name

MIT ID E-mail Address

Is this your first application for Tuition Assistance Plan benefits? [] Yes [] No

2. SCHOOL INFORMATION:

School Name

3. COURSE INFORMATION

Table with columns: Course Title, Course Number, Credit Hours, Number of Meeting Days, Course Start Date, Course End Date, Course Level and Course Delivery Format, Is this course part of a degree program?, Area of Study, Course Tuition, Eligible Fee, Total Tuition Request.

4. CERTIFICATION:

I hereby certify that the information I have provided on this form is truthful and accurate and that I have not included any nonreimbursable expenses such as books, materials, recertification programs, and license renewals.

Employee Signature Date
Processed by Processed Date