

Steps to Request Tuition Reimbursement Payment

You have **60 days** from your course completion date to submit your reimbursement request at the [MyBenefits](#) section in Duke@Work. The Duke@Work web portal will guide you through the steps to request reimbursement (see screenshot below).

Employee Tuition Assistance Application (***) Waiting for reimbursement to be submitted)

Apply/view status of employee tuition assistance application.

[Step 1 - Submit itemized bill or print Reimbursement form for school's completion](#)

[Step 2 - Obtain your grade records](#)

[Step 3 - Upload request for reimbursement](#)

[Employee Tuition Assistance FAQs and Instructions](#)

Links to **Reimbursement Request** shown below.

Employee Tuition Assistance Program Reimbursement Request

NOTE NUMBER:

Student

Employee Name: BLUE DEVIL DUID: 0000000000
Cost Center/Funding Code: Email Address: @DUKE.EDU

Course Information

Please enter grades and edit the tuition amount you are requesting (if necessary). Total courses already taken:

Semester/Quarter	Term	Year	Course Name	Course Number	Grade	Tuition Only(Exclude Fees)
S	Spring	2018	Economics	6459		2,400.00

Reset Original Amount(s) Total Amount Requested 2,400.00

Maximum Allowed: 5,250.00 Amount Used: 0.00 Amount you can use: 5,250.00

Upload Proof of Grades

Browse... Upload

Remove Selected Files

Upload Tuition Reimbursement form with seal and signature from school

Browse... Upload

Remove Selected Files

Please enter your grade in this field. If you dropped or withdrew from a course, please select "dropped".

Click 'Browse', select the file you wish to upload (if file is in a folder, then you may need to click 'open'), and then click 'Upload'. Please do not include special characters (i.e. period, comma, hyphen) or spaces in the file name of supporting documents that you upload.