Reimbursement Form for Duke University Employee Tuition Assistance Program Note to Student: An itemized bill may be submitted in lieu of this form.

		TO BE COMPI	LETED BY STUD	ENT	
Name			Duke Unique ID #		
I authorize the release of	information inclu	ded on this form.	_	1	
		-			
Student Signature			Date		
TO BE COMPLETED BY SCHOOL S STUDENT ACCOUNTS OFFICE					
(after successful completion of courses): School's Instructions:					
a. After student's completion of coursework, please complete section 1-6 of this form. Please return the completed form to					
 the student. The student will return it to the Duke University Benefits Office through the Duke@Work web portal. b. Please report tuition expenses only and exclude any fees or other charges from reported tuition amounts. Please only include 					
b. Please report <u>tuition expenses only</u> and exclude any fees or other charges from reported tuition amounts. Please only include actual amounts.					
c. Please include the School seal or stamp on the form to certify authenticity of information provided.					
SECTION 1: STUDENT INFORMATION Student Name Student ID					
Student Name			Student ID		
SECTION 2: ENROLL	MENT INFORM	ATION			
Student is registered for:	Select One:	☐ Semester	☐ Quarter	Year	
	Select One:	 Spring □	Summer	Fall	Winter
SECTION 3: COURSE				_	
Course Name			Course Number	# of Credit	Tuition Only/Course
				Hrs/Course	(Excluding Fees)
Total Tuition (Excluding Fees)					\$
SECTION 4: PAYMENT INFORMATION					
Amount paid by Student this term \$					
Date(s) paid by Student					
SECTION 5: ASSISTANCE INFORMATION					
Scholarships, grants, or oth	her forms of assist		this term (excluding	ng loans and paym	ents by the student):
Please include actual amo	unts.				
Designated for Tuition \$			Undesignated for Tuition* \$(i.e. Books, Fees, etc.)		
*If student is receiving un	designated assistar	nce, please specify tl	•		
SECTION 6: SCHOOL	CERTIFICATIO	N			
I certify the above informa			School stamp/sea	1:	
	Certifier's Signatu	re			
Pri	f Certifier				
	E-mail Address		<u> </u>		
Telephone Num	nher	Date	<u>—</u>		School Name