Nursing Clinical Instructor
Request for Tuition Reimbursement/ Scholarship Authorization

Directions to Submit Form Electronically:

1. Download & Save form to computer
2. Re-open to complete form
3. Save & Email completed form to the Nursing Clinical Coordinator

Eligibility

SVSU offers an educational assistance program for Nursing Clinical Instructors. Nursing Clinical Instructors who: 1) are teaching 40 hours or more in the current semester, 2) are supervising a group of students at a clinical site, **and** 3) have completed a Memorandum of Appointment – Clinical Instructor (Agreement) for the following semester, are eligible for reimbursement of 50% of tuition and course-related fees for SVSU courses taken during that semester. Reimbursement is limited to $5,250 per calendar year. Eligible Nursing Clinical Instructors will be required to pay the tuition and fees by the posted due date. At the completion of the semester, they will receive a refund of the eligible amount when the request for reimbursement is submitted. ***PLEASE NOTE: Nursing Clinical Instructors who only teach in the simulation lab are NOT eligible for the tuition discount. Spouse & Children of Nursing Clinical Instructors are also NOT eligible for the tuition waiver.***

Employee Name: _____
(Last) (First) (Middle)

Employee ID Number: _____ **Email Address:** _____

Please select the semester/year in which the Tuition Reimbursement is requested:			
☐ Fall 20___	☐ Winter 20___	☐ Spring 20___	☐ Summer 20___

I certify that I have met the eligibility requirements and have completed the course(s) taken during the semester noted above.

_____

Employee Signature Date

****THE COMPLETED FORM MUST BE FORWARDED TO THE NURSING CLINICAL COORDINATOR & DEAN'S OFFICE FOR APPROVAL****

NURSING CLINICAL COORDINATOR	
☐ Nursing Clinical Instructor has met eligibility requirements.	
Approved by:	**Coordinator Use: Send to Dean**
DEAN'S OFFICE AUTHORIZATION	
Approved by:	**Dean's Use: Send to HR**
HUMAN RESOURCE AUTHORIZATION	
Approved by:	**HR Use: Send to S&FA**

For Office Use Only - Office of Scholarship & Financial Aid

Processed by: _____