



HACM Tuition Benefit Reimbursement Request

RETURN THE APPLICATION TO:

Human Resources Department
Housing Authority of the City of Milwaukee
809 North Broadway
Milwaukee WI 53202
Phone: 414.286.5939 / Fax: 414.286.0599
Email: askhr@hacm.org

I am requesting **reimbursement** for the costs of the following course(s) which may be eligible for reimbursement under the tuition reimbursement plan.

APPLICANT INFORMATION:					
NAME (First, Last):		JOB TITLE:			
DEPARTMENT:		SUPERVISOR:			
PLACE A CHECK MARK IN THE COLUMN BELOW IF YOU ATTENDED THE COURSE ON HACM TIME (<i>not on your own time</i>).					
	COURSE TITLE	HACM Time	Start Date (mo/day/year)	End Date (mo/day/year)	TUITION COST
1)					\$
2)					\$
List the name of EACH textbook title, equipment and supply cost INDIVIDUALLY . Reimbursement only covers required textbooks . The Tuition Benefit DOES NOT cover sales tax or shipping/handling fees.					
	TEXTBOOK TITLE / EQUIPMENT / SUPPLY DESCRIPTION	COST (without sales tax)			
1)		\$			
2)		\$			
3)		\$			
Please provide the following:					
<ul style="list-style-type: none"> • <i>Copy of your official transcript showing the grades you received.</i> • <i>An itemized tuition bill from the institution showing the tuition and fees charged per credit hour or per class.</i> 					
➤ I have read the instructions and Administrative Guidelines and I agree to abide by them. If I register for a course offered by Employee Relations (DER) and fail to cancel by the cancellation date, do not attend, or do not pass or complete the course, I agree to pay for the full course registration fee. Otherwise, I authorize the course registration fee to be deducted from my paycheck.					
Employee Signature		Date:			
HR Manager Signature		Date:			
Chief Financial Officer Signature		Date:			

The Housing Authority of the City of Milwaukee has the right to alter, discontinue or vary the tuition reimbursement program at any time. Acceptance into the tuition reimbursement program does not constitute an employment contract with the Housing Authority of the City of Milwaukee.