

9.3 Employer Tuition Reimbursement

(Revised 12/13/2022)

For students seeking employer tuition reimbursement - Student Requirements:

Students are encouraged to wait for grades to be posted and submit proof of final grades to their employer. However, the SON recognizes that some employers may require grades before the final grades are posted to the student's transcript.

When students cannot wait for grades to be posted, and as a courtesy to students, students may request the faculty member to assist in documenting final grades. If students request faculty assistance, they must complete the School of Nursing Tuition Reimbursement Request/Course Grade form and email it, from the student's Patriot email account, to the course faculty during the last week of the semester. Students are responsible for completing this [form](#) and communicating with course faculty and employer. Students will inform their employer that final grades are submitted to the university the Tuesday after the end of the semester term and will not be available prior to that date.

When the course faculty receives the student's completed Employer Tuition Reimbursement form, the faculty will write a letter, indicating the student's grade, on UT Tyler letterhead, save as a pdf, and the letter will be emailed to the student's Patriot email account. It is the student's responsibility for submitting the letter to their employer.