



**PeopleLink**

105 East 17th Street  
First Floor  
New York, NY 10003  
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askpeoplelink@nyu.edu

Memorandum to: Course Instructor  
From: NYU PeopleLink  
Subject: **Tuition Reimbursement**

Article XV of New York University’s Collective Bargaining Agreement (CBA) with the Union of Clerical, Administrative and Technical Staff (UCATS) Local 3882 states that employees covered by the agreement and eligible for tuition remission must be reimbursed upon “successful completion” of courses specified in the contract. In order for this employee to be reimbursed for 20% of tuition cost he/she has paid, you must verify that (check whichever applies):

- (a) the employee noted below has completed the course with a passing grade.

Or if no grade is given for this course

- (b) the employee noted below has successfully completed the course according to the standard you have set.

<b>Employee Name:</b>	
<b>NYU#:</b>	
<b>Course #:</b>	
<b>Semester:</b>	
<b>Instructor Name:</b>	
<b>Signature of Instructor:</b>	<b>Date:</b>

**This form must be delivered to the Office of the Bursar for processing after receiving the instructor’s signature. The form can either be delivered in person to the Office of the Bursar at 25 West 4<sup>th</sup> Street, main floor, or sent by interoffice mail to the Office of the Bursar at 105 East 17<sup>th</sup> Street, 3<sup>rd</sup> floor.**