



Human Resources Division

Records & Information Services
7 East 12th Street, 2nd Floor
New York, NY 10003-4475

Memorandum to: Course Instructor

From: Records and Information Services

Subject: Tuition Reimbursement

Article XV of New York University’s collective bargaining agreement with the United Staff Association, L.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 the 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.

Employee Name:
NYU ID#:
Course #:
Semester:
Instructor Name:
Signature of Instructor: Date:

AUTHORIZATION FOR REIMBURSEMENT:

Records & Information Services: Date:
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This form should be returned to the Office of Records and Information Services. A member of the staff will sign this form to authorize reimbursement and forward for processing.