



105 East 17 Street, 4<sup>th</sup> Floor  
New York, NY 10003  
(212) 992-LINK

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

Article 41 of New York University’s Collective Bargaining Agreement (CBA) with the Security Officers Union Local 1 states that employees covered by the agreement and eligible for tuition remission must be reimbursed upon “successful completion” of courses specified in the contract and offered by the School of Professional Studies (SPS). In order for this employee to be reimbursed for the 20% tuition charged, 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.

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| <b>Employee Name:</b>   |
| <b>NYU#:</b>  |
| <b>Course #:</b>  |
| <b>Semester:</b>  |
| <b>Instructor Name:</b>   |
| <b>Signature of Instructor:</b> <span style="float: right;"><b>Date:</b></span> |

**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 383 Lafayette Street, main floor, or sent by interoffice mail to the Office of the Bursar at 105 East 17<sup>th</sup> Street, 4<sup>th</sup> floor.**