

**NORTHWEST UNIVERSITY  
REQUEST FOR REMIBURSEMENT OF EDUCATIONAL EXPENSES**

Name \_\_\_\_\_

Budget # \_\_\_\_\_

This request is a part of an approved degree program for \_\_\_\_\_  
(name of degree)

at \_\_\_\_\_  
(Name of Institution)

My expense reimbursement has been approved by the Board of Directors of Northwest University: \_\_\_\_\_ Yes \_\_\_\_\_ Date of approval \_\_\_\_\_ No

Reimbursement payable to: \_\_\_\_\_

List current expenses: (receipts must be attached for reimbursement)

Tuition Costs \_\_\_\_\_

General Fees \_\_\_\_\_

Total Costs \$ \_\_\_\_\_

Portion to be reimbursed by Northwest University \$ \_\_\_\_\_\*

List educational reimbursements previously paid \_\_\_\_\_  
during this fiscal year \_\_\_\_\_

*\*See page 2 for Faculty Manual policy regarding eligibility.*

**FOR OFFICE USE ONLY**

Approved/Disapproved by \_\_\_\_\_

Provost

Date \_\_\_\_\_

NOTE: Under the *University Faculty Manual Policy* this form is to be filed by faculty member in the semester in which reimbursable educational expenses were incurred.

## Faculty Educational Expense Reimbursement

The University, in its discretion, may provide financial assistance to Faculty Members for their professional development in recognized programs (accredited) in appropriate teaching fields, based upon their service of the previous year, as outlined generally below:

1. Toward the First Master's and First Doctoral Degree

For courses applicable to the Faculty Member's first Master's and first Doctoral degree, the University may pay approved educational expenses to a maximum of \$5,000 per fiscal year (beginning with the 2007-08 fiscal year). An additional \$750 for major travel or separate domicile living expenses also may be awarded once during the doctoral program. (This special award is subject to the approval of either the Executive Committee or the Teaching, Learning and Spiritual Formation Committee of the Board of Directors.)

All assistance assumes appropriate approval of the program, normal progress towards the degree, submission of appropriate cost evidence as determined by the University, and other information or requirements deemed appropriate by the University.

2. Toward Second Master's or Doctoral Degrees

For courses applicable to Faculty Member's second Master's or Doctoral degree, the University may provide assistance at the rates specified above for the first Master's or Doctoral degree, provided the Member's program has been approved by the University administration and the Teaching, Learning and Spiritual Formation Committee of the Board of Directors as relevant and important or vital to the University's developmental goals. Generally, however, no additional financial assistance is available to any Faculty Member working toward a second Master's or Doctoral degree and not taking advantage of a sabbatical.

4. Toward Non-degree Courses

For courses taken by a Faculty Member to update knowledge or develop teaching skills, but not part of a degree program, the University may pay one-half of tuition and general fees, provided the courses are deemed by the University to be relevant to the Faculty Member's assignment.

Although a Faculty Member should seek administrative and Board of Directors' approval before beginning the Faculty Member's degree program, expenses may be reimbursed by term as they occur, rather than in a lump sum, in the University's discretion. The appropriate form for submitting expenses for reimbursement is the Request for Reimbursement of Educational Expenses form. (The required form should be available from the Provost.)

Repayment Obligation: Three years in service to the University following any faculty assistance payment cancels the recipient's obligation to repay the fund. Should the recipient not remain with the University for the full three years, this individual is liable for repayment of the remaining balance, calculated on a three year pro rate basis. The schedule of reimbursement is as follows:

Termination	Reimburse to Northwest
Within Year 1 of Faculty Assistance	100%
Within Year 2 of Faculty Assistance	66.66%
Within Year 3 of Faculty Assistance	33.33%

(Revised: Executive Committee of the Board, 10/2/96)