



Please ensure that all portions of this form are completed.

Once this form is completed, please send via email to HR with a copy of your tuition statement.

HR will verify your eligibility and once approved will send to the Bursar who will place a deferral on your account. Once the course is completed you need to prove that you successfully completed the course, at which point HR will advise the Bursar's office to pay your tuition.

### CSEA Employee Tuition Deferral Form

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tuition Amount to be deferred

\_\_\_\_\_  
Tuition Amount Allocated

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Executive Director of HR's Approval