

EDUCATIONAL SUPPORT PROGRAM

REQUEST FOR MBA PROGRAM SUPPLEMENTAL FEE REIMBURSEMENT

DIRECTIONS: Submit this Form upon successful completion of each quarter along with all required documentation to Mail Stop #2171 attn.: Educational Support Program. You will receive a taxable reimbursement on your regular paycheck within 45 days. Additional copies of this form can be found at WWW.RC-HR.COM/ESP on the "Fast Track Classes" page.

DATE: _____

LAST NAME: _____

FIRST: _____

MI: _____

EMPLOYEE ID: _____

CURRENT DEPARTMENT: _____

HOME PHONE #: _____

WORK CONTACT #: _____

EMAIL: _____

UNION: _____

PLEASE ATTACH ***ALL*** THE FOLLOWING DOCUMENTATION:

- Proof of grades "B" or better will be accepted. (A "B-" in a graduate degree program may be reimbursed on a case-by-case basis contingent upon a review of student cumulative GPA and degree completion progress.)
- Paid* tuition statement for the quarter

TOTAL REIMBURSEMENT REQUEST AMOUNT: \$ _____

- This reimbursement request form is for the quarterly supplemental fee incurred by County of Riverside employees participating in the on-site MBA program with CSUSB College of Business and Public Administration.
- The maximum that can be reimbursed is \$680 which is for the successful Proof of grades "B" or better will be accepted. (A "B-" in a graduate degree program may be reimbursed on a case-by-case basis contingent upon a review of student cumulative GPA and degree completion progress.) Completion of all courses each quarter. If all courses are not completed successfully a partial reimbursement will be issued. The amount will be calculated by ESP staff.
- This reimbursement form is NOT for reimbursement of tuition, textbooks or mandatory campus fees.

(PLEASE ALLOW UP TO 45 DAYS FOR PAYMENT TO BE ISSUED)

EMPLOYEE SIGNATURE

(CANNOT PROCESS WITHOUT SIGNATURE)

By signing this document, you are indicating that you have read and accept all of the provisions of the Riverside County Educational Support Program policies and procedures. Some funded educational programs may be subject to IRS regulations and taxation. Participation in this program does not guarantee employment in the specified County Career Goal or any other position within the County of Riverside.

**Return this completed form along with proof of registration and payment to Mail Stop #2171
Attn.: Educational Support Program.**

FOR ESP STAFF USE ONLY:

APPROVED

DENIED

Taxable Amount: \$ _____

Earnings Code: **ED4 (MBA)**

TOTAL REIMBURSED: _____

ESP Staff (Initial)

Date Entered in System

RIVERSIDE COUNTY: BEYOND YOUR EXPECTATIONS

THE COUNTY OF RIVERSIDE IS AN EQUAL OPPORTUNITY EMPLOYER

