



Management Directive [05-057](#)

## Document in translation

### REQUEST FOR TUITION FEE REIMBURSEMENT FOR FAMILY MEMBERS STUDYING AT:

- Colleges
- The Open University
- Ariel University

This form must be submitted to the training unit of the Division for Human Resources at the end of the academic year.

#### 1. Applicant's details - To be completed by the employee/pensioner/family member (family member should provide details of the employee/pensioner)

Family Name	First Name	Identity Number	Scope of position (full time, 50% etc.)
Appointment (check ✓ in the appropriate box) <input type="checkbox"/> Senior Academic  <input type="checkbox"/> Teaching Employee  <input type="checkbox"/> Administrative	Status (check ✓ in the appropriate box) <input type="checkbox"/> Tenured  <input type="checkbox"/> Temporary / contract (over 5 years)  <input type="checkbox"/> Retiree  <input type="checkbox"/> Family member	Unit	Phone Number

#### 2. Student's Details

Last Name	First Name	ID Number	Date of Birth
Relationship to the applicant (check ✓ in the appropriate box): <input type="checkbox"/> Son/daughter of an employee or retiree <input type="checkbox"/> Spouse of an employee/pensioner <input type="checkbox"/> Other relative			

#### 3. Details of Institution

Name of Institution		Department	
Academic year 57____, 20____/____	Year of Study 1/ 2 /3 /4	Degree BA / MA	Sum of receipts

#### 4. Employee/Pensioner /Family member Declaration

**4.1 Attached hereto:**

4.1.1 **Confirmation of Study** from the academic institution for the year that ended (confirmation must be produced after the end of the school year), including **student details and degree program details**. In the case of studies at the Open University, registration and payment confirmation (including grade) for each course completed must be attached;

4.1.2 **Confirmation** from the academic institution **for the year that ended** (confirmation must be produced after the end of the school year) **with details of all tuition fees paid;**

Pensioners/relatives who receive an external pension allowance should also attach the following documents:

4.1.3 Tax Coordination;

4.1.4 Social Security Coordination;

4.1.5 Employee Card ([Form 101](#)).

**4.2 I am aware that I am entitled to reimbursement of tuition fees only for fees that were actually paid for tuition and according to the provisions of Management Directive [05-057](#).**

**4.3 I hereby confirm that all of the details noted above are true and accurate.**

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Name of employee/pensioner /other	Signature	Date
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