### 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)

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Identity Number</th>
<th>Scope of position (full time, 50% etc.)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Appointment (check ✓ in the appropriate box)**
- [ ] Senior Academic
- [ ] Teaching Employee
- [ ] Administrative

**Status (check ✓ in the appropriate box)**
- [ ] Tenured
- [ ] Temporary / contract (over 5 years)
- [ ] Retiree
- [ ] Family member

**Unit**

**Phone Number**

2. **Student’s Details**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>ID Number</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Relationship to the applicant (check ✓ in the appropriate box): [ ] Son/daughter of an employee or retiree  [ ] Spouse of an employee/pensioner  [ ] Other relative

3. **Details of Institution**

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Department</th>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Name of employee/pensioner/other</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

24.6.2015 (072)