

Learning and Organizational Development (LOD) Financial Assistance Program

UNC Charlotte's Tuition Reimbursement Program (also known as "Academic Assistance") is supported by the [NC Employee Learning and Development Policy](#). For UNC Charlotte policy, process, and procedural information, click [here](#). The LOD Financial Assistance Program is not an employee benefit, right or entitlement. It is a management program for workforce development and planning. Therefore, courses should be related to current job responsibilities or to the development of skills/competencies for future use within the agency. Reimbursement includes tuition and other academic-related fees. Non-academic fees such as dormitory, student union, athletic fees, student health service, cultural event fees, etc., **are not reimbursable** under this program. Agencies and universities will make the final decision on the dollar amount that will be reimbursed. Courses must be taken during your personal time, unless the courses are not available after working hours.

Please review the [LOD Financial Assistance FAQs](#) before beginning the application process, then follow the instructions provided on the application.

- Carefully review the information above and discuss the course(s) in which you wish to enroll, with your supervisor, to determine eligibility and obtain budget approval for reimbursement prior to enrolling.
- Complete Sections 1 - 3 **prior** to attending the course.
- Submit documentation within **30 days of receipt of grade(s)**:
 - Complete the [Employee & Student Direct Pay Request \(ESDPR\)](#),
 - Gather receipts and course grades,
 - Scan receipts and course grades and all three pages of this form to create a single PDF document, and
 - Scan all documents into the [Imaging Document Submission eForm](#).

SECTION 1: EMPLOYEE INFORMATION				
Last Name	First Name	Home Street Address	State	Zip Code
Employee ID	Email address	Work Phone	Your Manager's Name	
Select Division		☐ Yes		☐ No
Division Name	Department Name	Your Position/Title	Are you a permanent status employee?	
☐ Full Time	☐ Part Time	☐ Probationary	☐ Time-Limited	
Select your Employment Status from the options above. Temporary employees are not eligible.				
SECTION 2: COURSE INFORMATION				
☐ A/AS	☐ BA/BS	☐ MA/MS	☐ Ph.D/Ed.D.	☐ Other
Select your degree program from the options above.				
Major Field of Study	Certification	Licensure	Other	
Enter the relevant course title in one of the fields above.				
Name of Educational Institution, Certifying Body, or Training Provider		Street Address	State	Zip Code
Course 1				
Course Number	Course Title	Credit Hours	☐ Yes	☐ No
			Does this course relate to current or future job skill needs?	
Other				
Course Delivery	Start Date	End Date	Start Time	End Time
Course Cost	Fees	Specify Fees	Total Cost	
Type of Course:	Mandated/Agency			
Course 2				