

THE BELT RAILWAY COMPANY OF CHICAGO

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March 31, 2008

CIRCULAR NOTICE 20080331

TO: ALL SIGNAL AND COMMUNICATIONS DEPARTMENT EMPLOYEES

FROM: C. S. Ridgeway

RE: Tuition Approval & Reimbursement Form Instructions

In order to qualify for reimbursement, courses must be approved by Belt Management and the attached form must be filled out prior to enrollment according to the following instructions:

SECTION A – REQUEST FOR APPROVAL OF ENROLLMENT: Complete Section A Showing the name of the school, the course title(s), date of attendance and tuition cost including laboratory, (other fees, and book purchase cost if known).

Submit completed form, in duplicate, to your supervisor for approval and additional required approvals. Both copies will then be returned to you to be held pending course(s) completion.

SECTION B – REQUEST FOR TUITION REIMBURSEMENT: Upon successful completion of the approved course(s), complete Section B and submit with an itemized receipt for tuition paid, other fees/book cost and a grade report to your supervisor for approvals required to authorize reimbursement.

REIMBURSEMENT: You can expect reimbursement of tuition for approved course(s) within a four-week period after submitting a properly completed and fully substantiated Tuition Approval and Reimbursement Form.

(cut on line)

You must print your name and sign your name, fill in your work number, date and **return bottom portion** to the Supervisor upon receipt.

Circular Notice No. – 20080331
TUITION APPROVAL & REIMBURSEMENT FORM INSTRUCTIONS

Received: _____ Date: _____

Print Name

Employee Signature

Work No.: _____