



Employee Tuition Reduction Authorization

Office of Human Resources and Payroll
Phone: (208) 535-5495, Email hr@cei.edu
Fax: (208) 525-7303

Employee Tuition Reduction Authorization Instructions

- Use one form per semester. A new form must be completed for each semester.
- Fill the form out completely.
- The form must be signed by the applicant, the employee's supervisor, and authorized by the HR Office.
- Submit the form to the appropriate institutional department. Human Resources is not responsible for submitting this form.
- For any questions regarding the completion of this form contact CEI's Human Resource department at (208) 535-5495/5376/5321.



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Employee Tuition Reduction Authorization Form

Student Name:

Student ID:

Phone No.:

Semester:

Year:

Please mark where you plan to attend: <input type="checkbox"/> CEI <input type="checkbox"/> ISU				
Course Number	Course Title	No. of Credits	Day(s) of Class	Class Time
				Total Credit Hours:

Employee Name:

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

HR Officer Approval: _____ Date: _____