

**Tuition Reimbursement for Children of
Doctors, Scientist and Executives
Application Process**

Tuition Reimbursement Office

Mail Address: 111 East 210th Street
Bronx, NY 10467

Email: Tuition@Montefiore.org

Office: 914-349-8532

Office Fax: 914-349-8584

- Submit Tuition Reimbursement for Children of Doctors, Scientist and Executive's application form within the academic year of courses taken to the Tuition Office.

Form located on the Montefiore Intranet, Human Resources page, under Benefits Information, Tuition Office.

- The application must be filled out completely.
- Receipt of payment or bursars receipt must be attached.

All requests must adhere to Tuition Policy V-20 Requirement.

Tuition Reimbursement Office will notify you if there is a question regarding your application.

Processing Requests

Completed documents required:

- Copy of Tuition Reimbursement application signed by applicant.
- Copy of Invoice or bursars receipt.

All requests must be submitted no later then 90 days from the academic year for which reimbursement is being requested.

Please allow 2 to 3 pay periods for reimbursement.

Montefiore