

NORFOLK SOUTHERN CORPORATION
Tuition Assistance Application & Expense Statement

To be completed no later than 7 days after course starting date

Name	Title		
Street	City	State	Zip Code
Social Security No.	Date of Hire	Business Telephone	
Department	Location		

Do you currently have an undergraduate degree? Yes No

If yes, attach course description and statement explaining how the below course(s) directly relate to your current position and responsibilities.

PREREGISTRATION EDUCATIONAL DATA

School	Location
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Do courses lead toward a degree? Yes No

Degree being pursued:	Major:
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Courses Requested (limit two courses per semester or quarter)	Course starting date	Credit Hours	Cost (\$175 per credit hr. - undergraduate; \$250 per credit hr. - graduate)
_____	_____	_____	_____
_____	_____	_____	_____

Employee Signature _____	Date _____	<u>Course Approval</u>
Supervisor _____	Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Department Head _____	Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
VP Human Resources _____	Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

TO BE COMPLETED UPON COMPLETION OF COURSE

EDUCATIONAL EXPENSES (Enclose receipts for tuition, registration, required books, lab fees and official grade)

COURSE	GRADE	TUITION	REG. FEE	BOOKS	LAB. FEE	TOTAL
Subtotals						
Deduction from any outside sources, i.e., scholarships, veterans assistance						
Total Reimbursement						

Employee Signature _____	Date _____
Supervisor _____	Date _____
Department Head _____	Date _____

Original - Payroll Accounting
Copies - Department Head
Employee
VP Human Resources

(See instructions on back)

INSTRUCTIONS

Before Courses Begin

- Employee** Complete the top portion of the form and submit to supervisor no later than seven days after the course starting date. *(We encourage you, however, to seek approval prior to the starting date of your course.)*
- Supervisor** Review form to ensure the request is within program guidelines and, if appropriate, forward to the department head for approval
- Department Head** Approve/disapprove request, as appropriate. If approved, forward form to Human Resources for final approval. If disapproved, notify employee by returning the form with an explanation.
- Human Resources** Approve/disapprove request, as appropriate. If approved, notify employee by returning form. If disapproved, notify employee with written explanation.

After Completion of Courses:

- Employee** For approved courses, forward the completed form to supervisor within one month of satisfactorily completing the course. Attach receipts or documentation from the educational institution for authorized expenses and official grade transcript or other evidence of course completion.
- Supervisor** Determine that all requirements have been met and forward the form to the department head.
- Department Head** Approve Form 11010 for payment and forward the original form along with receipts to Payroll Accounting for reimbursement. Forward a copy of the form to Human Resources and to the employee.