Submitting Your Tuition Reimbursement

In order to use GEICO tuition reimbursement for courses, you must submit a tuition reimbursement request through Gnie. Do this as soon as you are registered for your course, in order to meet deadlines, set by your HR. If you have direct questions regarding tuition reimbursement, reach out to your HR office or your supervisor.

Information you will need to submit reimbursement:

- **Course Number**: (example) *MATH 220*
- **Course Name** - (example) *Elementary Statistics*
- **Course Description** - *Found in course catalog*
- **Course Start Date**
- **Course End Date**
- **Semester Hours** - *3 credit semester hours**
- **21/22 Tuition Amount** - *$1,144.00**
- **Any additional financial assistance you are using****
- **Degree program and major (if applicable)**
- **Textbook cost** – *Found on bookstore website*
- **Upper Iowa University, Fayette, IA 52142**

*Some IT courses are 4 credit hours, in which tuition will have to be adjusted accordingly
** UIU's FAFSA School Code is 001893

You must submit tuition reimbursement for *every* course – prior to the start of the course