

**Coastal Transport
1603 Ackerman Road
San Antonio, TX 78219**

College Reimbursement Plan for Unmarried Dependent Children of Employees Questionnaire Form

Employee: _____ Employee Number: _____

Terminal: _____ Employment Date: _____

Student Name: _____ Date of Birth: _____

Relationship: () Son () Daughter Students Marital Status: () Single () Divorced () Married
(NOTE: Must attach and provide copy of latest copy of tax return which shows child as a dependent)

Name of College or University: _____

College or University Address and Phone Number: _____

_____ () _____

Major (or undecided): _____ Current Status: () Freshman () Sophomore () Junior () Senior

Semester Year: _____ () Fall () Winter () Spring () Summer

At the beginning of the semester I must submit a copy of scheduled courses being taken (must be full-time 12 semester hours or more during fall and spring semester to qualify for reimbursement) and itemized paid receipts for tuition, books, and lab fees along with this completed form. I will list all books purchased by course, title of book, author, and price at the bottom of this form. I understand the Company will reimburse me at this time for one half (1/2) of the approved fees (up to \$1250.00 per semester or \$2500.00 per year) not to exceed (4) consecutive years. This applies to undergraduate programs which earns a degree (certification programs are not eligible). At the end of the semester, after I have submitted proof of courses completed and grade report (must have a "C" or above for any reimbursement for the course), I will be reimbursed for the remainder or the approved fees. I am requesting reimbursement for:

Books: \$ _____

Tuition and Lab Fees: \$ _____

Total: \$ _____

I am requesting to be reimbursed for the books listed below which I have purchased for the current semester. Upon completion of this course, and if the books are sold, I will return the refund to Coastal Transport.

Course	Title of Book	Author	Price

TOTAL COST INCLUDES TAX: \$ _____

Please attach copies of the course schedule, original paid receipts for tuition, lab, books and tax return.

I certify that the fees have not been paid nor will they be paid for by any other source (example: grants, scholarships, etc.). I understand that in order to be reimbursed I must have a “C” or above for the course or I will reimburse the company for those costs associated with the course (tuition, fees and books).

Should I drop a course I will reimburse the company for tuition, fees and books associated with the course. I understand that I must maintain 12 semester hours (during fall and spring semester) to qualify for any reimbursement. I also understand if books are sold that I have received reimbursement for that I will return the refund to Coastal Transport.

Program is available to children of employees with more than one year of uninterrupted service. You must attach and provide copy of latest copy of tax return which shows child as a dependent. This benefit does not apply if the Student has received payment for tuition and books from another source.

When an employee resigns or is terminated from employment with Coastal Transport all College Program privileges will be forfeited as of the effective date of resignation or termination of the employee.

Coastal Transport has the right to add, update, modify, change and/or terminate this benefit at any time without notice.

Signature of Employee **Date**

Signature of Student **Date**