



# SEATTLE UNIVERSITY

## OFFICE OF THE REGISTRAR

901 12<sup>th</sup> Avenue  
P.O. Box 222000  
Seattle, WA 98122-1090  
(206) 220-8030; Fax: (206) 296-2443  
Email: registrar@seattleu.edu

# GRADE REPORT REQUEST *for Tuition Reimbursement*

RMRRGRRC

~ Print in Ink ~

A Grade Report Request may be made for tuition reimbursement purposes. Grade reports are printed the day after grades are due for each quarter (see Important Dates at [www.seattleu.edu/registrar](http://www.seattleu.edu/registrar)). For all summer sessions, reports are printed the day after grades are due for Intersession (September). The report will list the courses and grades for the quarter just completed. This report is not a transcript. Transcripts include all grades and may be requested via SU Online.

Grade reports will be mailed to your current mailing address as listed in SU Online at the time of printing and will be automatically sent after each quarter for which you are registered. Update your address on SU Online.

Student ID Number: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Student Legal Name: \_\_\_\_\_ SU Email: \_\_\_\_\_@seattleu.edu  
Last First Middle

College or School of major: \_\_\_\_\_ Major or Program \_\_\_\_\_

Class Level:       FR     SO     JR     SR     GR     Post-Bacc     Non-Matric

**PLEASE SEND ME A GRADE REPORT AT THE END OF EVERY QUARTER SO THAT I MAY SUBMIT IT TO MY EMPLOYER FOR TUITION REIMBURSEMENT.**

*I understand that the grade report will be sent one week after grades are due for every quarter in which I am enrolled.  
I understand that a grade report is different from a Transcript which I must request separately.  
I understand that grades are available for individual use on SU Online.*

▶ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REGISTRAR'S OFFICE USE ONLY Processed by: _____ Date: _____
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