**REQUEST FOR TUITION REIMBURSEMENT**

For tuition reimbursement, please complete the information requested below, attach transcript and receipts, and submit to Human Resources\*.

**Note**: Employees who receive Tuition Reimbursement authorize the Company to contact the institution to verify or confirm the employee’s academic standing.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | |  | Dept: |  | |
| Course Title: | | |  | | | | | |
| Institution: | |  | | | | | | |
| Dates of Course: | | | |  | | | | |
| Grade: |  | | | |  | Total to be Reimbursed: $ | |  |

|  |  |  |
| --- | --- | --- |
| Employee’s Signature |  | Date |

To be completed by Human Resources:

Pre-Approval for Tuition Reimbursement previously received

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Maximum eligible for year: $ | | 5,250.00 |  | Amount to be reimbursed: |  | |
| Total used for year: $ |  | |  | Amount remaining for year: $ | |  |

|  |  |  |
| --- | --- | --- |
| Human Resources’ Approval |  | Date |