**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 |