

Tuition Reimbursement Request & Reimbursement Form

For employee request, approval, course completion, and reimbursement processing

Maximum reimbursement: up to \$1,000 per calendar year, per eligible employee. Submit the request before the course begins.

1. Employee Information

Employee Name	Employee ID
Department	Position
Supervisor	Hire Date

2. Educational Institution and Course Information

School / Institution	Program or Degree
Course Title	Course Number
Course Start Date	Course End Date

☐ Accredited or recognized educational institution: ☐ Yes ☐ No

Course Description

3. Cost Information

Expense	Amount
Tuition	\$ _____
Required Fees	\$ _____
Total Requested	\$ _____

4. Business Justification

Explain how this course relates to your current position, career development within the organization, or identified organizational needs.

5. Employee Certification

I certify that the information provided is accurate and understand that approval is required before the course begins; reimbursement is subject to available funding and is limited to \$1,000 per calendar year; I must successfully complete the course and submit required documentation within 60 calendar days; and I agree to comply with the Tuition Reimbursement Policy, including any applicable repayment provisions.

Employee Signature

Date

6. Supervisor Recommendation

☐ Course supports current or future responsibilities: ☐ Yes ☐ No

☐ Employee is in good standing: ☐ Yes ☐ No

☐ Recommendation: ☐ Approve ☐ Deny

Comments

Supervisor Signature

Date

7. Human Resources Review

☐ Employee eligible under policy: ☐ Yes ☐ No

Annual Amount Previously Reimbursed

Remaining Annual Balance

☐ Budget available: ☐ Yes ☐ No

☐ HR recommendation: ☐ Approve ☐ Deny

Comments

HR Representative

Date

8. Executive Approval

☐ Decision: ☐ Approved ☐ Denied

Approved Amount

CEO / Designee

Date

9. Course Completion - Employee Submission

Date Completed

Final Grade

- ☐ Official transcript or grade report attached: ☐ Yes ☐ No
- ☐ Itemized tuition receipt attached: ☐ Yes ☐ No
- ☐ Proof of payment attached: ☐ Yes ☐ No

10. HR Reimbursement Verification

- ☐ Successful completion verified: ☐ Yes ☐ No
- ☐ Employee active at time of payment: ☐ Yes ☐ No

Amount Approved for Reimbursement

Processing Date

Payroll Initials

HR Final Approval / Date

Required Attachments Checklist

- ☐ Course description
- ☐ Tuition statement
- ☐ Official transcript or grade report
- ☐ Itemized tuition receipt
- ☐ Proof of payment

HR use: Maintain the completed form and supporting documentation in accordance with the organization's record retention practices.