

Tuition Reimbursement Request Form

**To apply for tuition reimbursement, please complete the following steps:**

1. Complete this form and attach a course syllabus or descriptive information regarding the course(s) or degree program.
2. Submit all documentation to your supervisor or manager and discuss your educational assistance request.
3. Submit the request to the Human Resources department for final review.
4. If funding is approved, upon completion of the course, submit a copy of your grade report to the HR Department.

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| **Section A – Applicant Information & Course Description** | | | | | | |
| Employee Name: | | | | Hire Date: | | |
| Supervisor: | | | | Branch: | | |
| College/School Name: | | | | Beginning Date: | Completion Date: | |
| Degree Program: | | | | Course Title: | | |
| Please explain how this course(s) will benefit you in your current job assignment. What long-term goal is this program/course(s) intended to help you reach? What is the value of this Degree Program/Course(s) to NSM? | | | | | | |
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| **Section B - Reimbursement Payment Agreement & Approval** | | | | | | |
| I understand that I must pay the cost of tuition and applicable fees in advance and that, if this request is approved, reimbursement is contingent upon successful completion of the course(s) and my grade(s) in the course.  I understand that the maximum amount of refund for a calendar year is $3,000.  I understand that I must furnish a grade report and receipts of expenses before reimbursement will be made.  I understand that if I leave the company within 12 months of reimbursement, I will be required to repay a prorated portion of the amount received. | | | | | | |
| Employee Signature: | | | | | | Date: |
| Supervisor Approval: | | | | | | Date: |
| Human Resources Approval: | | | | | | Date: |
| RVP or Executive Approval: | | | | | | Date: |
| **Section C - Reimbursement Payment:** | | | | | | |
| I have completed the course(s) and attached my expenses and grade report for reimbursement. I have read Section B and agree to all terms and conditions. | | | | | | |
| Employee Signature: | | | | | | Date: |
| Tuition: | $ | Grade Earned: | *Reimbursement Scale*  100% reimbursement for an A  100% reimbursement for a B  75% reimbursement for a C  \**$3,000 max per calendar year* | | | **Total Reimbursement Calculation: $\_\_\_\_\_\_\_\_** |
| Books: | $ |
| Fees: | $ |
| **TOTAL** | **$** |
| Human Resources Approval: | | | | | | Date: |
| Additional HR Comments:  Submitted to AP for processing & payment on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |