

REQUEST FOR TUITION REIMBURSEMENT

Please review HR Policy 3.10.4, Tuition Reimbursement, before completing this form.

After you have read and understand the guidelines stated in the policy, you should complete this application and have your supervisor complete the Recommendations for Tuition Reimbursement form. Both forms should then be submitted to Morgan Ball, Senior HR Generalist, located at the Hyde Center.

IMPORTANT NOTE:

- 1] **Both forms must be completely filled out and submitted at the same time.**
- 2] **All requests must be turned in at least TWO WEEKS before the start of any class. If you take multiple classes that start on different dates, your application must be submitted two weeks before the beginning of the earliest class.**
- 3] **Employees will be notified via email of the approval or rejection of their application after being reviewed by the Leadership Team.**

Name: _____ Date: _____

Job Title: _____ Hire Date: _____

Phone Number: _____ Email Address: _____

Name of school you are enrolled in: _____

Degree you are working towards: _____

Date class(es) start: _____ Date class(es) end: _____

List each class and the tuition amount:

<u>Title</u>	<u>Tuition Amount</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

How will these classes assist you in your career here at Marklund?
