

Tuition Reimbursement Approval

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Name

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Date

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Department

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Hire Date

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Complete all information below.

Once complete, you must have your supervisor sign below and return to Human Resources for approval.

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Class Name

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Name of School

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Cost of Class

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Cost of Books

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Explanation of class and how the class pertains to your work.

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Employee Signature

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Department Manager Approval

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Date

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Chief People Officer

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Date

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Chief Financial Officer Approval

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Date