

Tuition Reimbursement Request

Part A: Request for approval of courses

Employee's Name		Employment Status Part Time ☐ Full Time ☐		Date	
Position		Department		Employee Number	
School		Semester ☐ Winter ☐ Fall ☐ Spring ☐			
Subjects	Date Begin	Date End	Tuition/Lab Fees	Approval	
1.				☐ Yes	☐ No
2.				☐ Yes	☐ No
3.				☐ Yes	☐ No
What degree are you working towards?					
Do you have any other form of assistance covering education ☐ Yes ☐ No			If yes, how much are you receiving? \$		

I understand that the maximum annual reimbursement of \$5,250 is based on the calendar year the reimbursement was paid, not when the course was taken.

Signature of Employee

Approval of courses	Direct Supervisor/Manager	Date
	Second Level Manger	Date
	Benefits	Date

Part B: Check Request for Tuition Reimbursement

Subjects Completed in Accordance with Existing Regulations	Subjects	Grade	Tuition, Lab Fees, Books
	1.		
	2.		
	3.		
	Total		
Approval of Refund	Direct Supervisor/Manager	Date	
	Second Level Manager	Date	
	Benefits	Date	

Listed below are the steps you need to follow in order to be reimbursed for courses taken under the Tuition Reimbursement Program:

- Complete PART A: **REQUEST FOR APPROVAL OF COURSES** of an education refund request (attached) **at least 3 weeks prior to the start of your course.**
- Send the completed form to your manager for their approval. Your manager should then send the approved form to a second level manager for their signature, then it should be sent to Benefits at benefits.na@werfen.com.
- Benefits will then review the course(s) and will return the request form to you.
- Upon completion of the course(s), complete PART B: CHECK REQUEST FOR TUITION REIMBURSEMENT REFUND.
- Attach copies of the following documentation to the form:
 - Paid Tuition Invoice
 - Cancelled check or signed receipt for tuition
 - Grade report for each course
 - Itemized receipt for books
- Send the form, along with the attached documentation to your manager for approval. Your manager should then send the approved form to a second level manager for their signature, then it should be sent along with the documentation to Benefits.

Reimbursement is contingent upon following the outlined procedures for each course you take. Failure to follow these procedures may result in reimbursement not being approved.