

Tuition Reimbursement Agreement

To be Completed by Employee:

EMPLOYEE NAME	SOCIAL SECURITY #	DATE OF HIRE
DEPARTMENT	POSITION	SUPERVISOR

I. PROCEDURE

In order to process your request for tuition reimbursement, you must complete this form and all courses must be approved by your department manager and human resources. Approved study of courses includes job-related vocational training courses at an accredited college or university (undergraduate/graduate study), technical trade or business schools, or job-related correspondence courses taken from an approved school or degree-granting university. Submit your completed form to the human resources department for final approval. You may sign up for the course and pay the fees directly to the school once you receive final approval. Upon successful completion, submit a copy of your receipts and grade notice to the human resources department for reimbursement. Tuition reimbursement benefits have a maximum cap of \$2,500 for a twelve months period. If you voluntarily terminate your employment within a twelve months period after reimbursement, you are obliged to pay the Company back for the education expenses paid out over the preceding twelve months on a pro-rated basis. (Please see your employee handbook for complete details of this program.)

II. PROPOSED COURSES

Attach a copy of the course description.

NAME OF SCHOOL:	NAME OF COURSE:	NUMBER OF HOURS:	FINAL GRADE:

III. COST OF COURSES

COURSE(S):	COST:	BRIEF DESCRIPTION OF HOW COURSE(S) WILL HELP IN PRESENT POSITION:
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	

EMPLOYEE SIGNATURE	DATE
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TO BE COMPLETED BY SUPERVISOR AND HUMAN RESOURCES:

I. APPROVAL OF ELIGIBILITY

APPROVAL PRIOR TO ENROLLMENT:

DEPARTMENT SUPERVISOR	DATE
DEPARTMENT MANAGER	DATE
HUMAN RESOURCES MANAGER	DATE

APPROVAL OF REFUND (ATTACH FINAL GRADES):

DEPARTMENT SUPERVISOR	DATE
DEPARTMENT MANAGER	DATE
HUMAN RESOURCES MANAGER	DATE