

Student Loan Repayment Request Form

Team Members that would like to receive payment from the Student Loan Repayment Program must complete the form below. The completed form, along with the most recent loan payment statement and evidence of the completed degree, must be received to Property HR by October 1st. Approved payments will be issued no later than December 31st of the current year.

Team Member Name & TMID: _____

Job Title: _____ **Department:** _____

Date of Hire: _____ **Department Leader Name:** _____

Amount requested: (up to \$1,000 per calendar year) _____

Degree received: (Check One) Associate Bachelor's Master's Doctorate

Rating on last performance evaluation: (Check One)

Too New to Rate Does Not Meet Developing Meets Expectations/Proficient Exceeds Expectations

The completed form, along with the most recent loan payment statement, must be received in Property HR by October 1st.

Team Member Signature

Date

For Office Use Only

Date Received in Property Human Resources: _____

Human Resources Leader

Approved Declined; if declined, state the reason: _____

_ Department Leader Signature

Date

General Manager/Vice President Signature

Date

If declined, date the team member was informed: _____

If approved, date sent to Payroll: _____