

Tuition Reimbursement Eligibility Approval Form

Complete the information below and include any supporting documentation regarding the content of the courses to be taken. Form must be completed and approved prior to class registration.

Team Member Name & TMID: _____

Job Title: _____ Department: _____

Date of Hire: _____ Department Manager Name: _____

Employment Status: (Circle one) **Full-time** **Part-time** **On Call**

Applicant's declared major of study (if applicable): _____

Full Name of Educational Institution: _____

Working toward a degree? (Circle One) YES NO

Describe purpose of taking course(s): _____

Course Title	Credit Hour	Tuition Cost	Start Date:	End Date:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please refer to the policy for details on eligible expenses and grade criteria.

If employment is terminated with the Company within 6 months of receipt of tuition reimbursement, I agree to reimburse the Company in full for tuition assistance/reimbursement paid by the Company.

Team Member Signature Date

For HR Use Only

Date Received in Team Member Services: _____

If on-call, average of hours worked per week: _____

Approved Declined; If declined, state the reason: _____

Human Resources Director/Manager **Date**

Approved Declined; If declined, state the reason: _____

Department Leader **Date**

General Manager/Vice President **Date**

If declined, date the team member was informed: _____

Tuition Reimbursement Payment Form

Team Members that have been approved for Tuition Reimbursement are required to complete the Tuition Reimbursement Payment Form and copies of transcripts outlining final grades within 30 days from the end date of the course. Please complete the information below and attach supplemental documentation.

Team Member Name & TMID: _____

Job Title: _____ **Department:** _____

Department Manager Name: _____

Employment Status: (Circle one) **Full-time** **Part-time** **On Call**

Tuition Reimbursement Payment Terms

Final grade must be equivalent to an "A", "B", "C", "Pass" or completion certificate.

- For a grade of "A" – 100% of reimbursable costs
- For a grade of "B" – 80% of reimbursable costs
- For a grade of "C" – 50% of reimbursable costs
- For a grade of below "C" – 0% reimbursement
- If the approved course is pass/fail, 75% of reimbursable costs will be paid for passing a "pass/fail" course
- No reimbursement will be made for a grade of "D" or lower, for classes that are audited, or for classes the Team Member does not complete

Course Title	Tuition Cost	Final Grade	Eligible Reimbursement
<i>Example: Math 101</i>	<i>\$2,000</i>	<i>B</i>	<i>\$1,600 (\$2,000 x 80% =</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total tuition amount or fee requested

(Sum of all Calculated Reimbursements from above)

_____ *Example: \$1,600.00*

I understand that, if employment is terminated with the Company within 6 months of receipt of tuition reimbursement, I agree to reimburse the Company, in full for tuition assistance/reimbursement paid by the Company.

Team Member Signature Date

Note: The final reimbursement will be determined by a review of eligible expenses, final grades, and annual policy maximums. See policy for details.