

# Tuition Reimbursement Request Form

In order to be reimbursed for completed programs please fill out the following information. You will need to submit this along with receipts and proper documentation for completion of course.

**Date:**

**Employee Name:**

**E-mail Address**

**Phone Number**

**Department**

**Title**

**Office Use Only, do not complete**

- IDP with Manager Signature
- Signed Repayment Commitment Form
- Transcript of Courses
- Detailed Receipts
- Verification of GPA
- Percentage of Reimbursement

Please identify which program you are requesting reimbursement for:

- Undergraduate Degree
- Certification
- Examination
- Conference
- Master's Degree
- PhD

Name of Program or degree

Courses/Program Completed	Tuition Amount	Fees	Total

Please attach a transcript of courses for verification

Semester G.P.A

Total

Total Amount Reimbursed based on GPA

**\*\*Please allow a minimum of 30 days to complete the reimbursement process.**

I have read and understand the MTM Tuition Reimbursement Policy and agree to the terms of the policy.

Employee Signature

Date

People & Culture Approval

Payroll Approval