

Tuition Reimbursement Process and FAQs for Employees Submitting Application

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Tuition Reimbursement Policy

Please review the policy before submitting your application.

[Link to Tuition Reimbursement policy](#)

Initial Tuition Reimbursement Request

Go to the application to start your request for tuition reimbursement. You'll need to submit before class(es) start, but no more than 30 days in advance.

[Link to Tuition Reimbursement form](#)

You'll fill out the application as directed, noting that all fields are required. Have your proof of registration, schedule, and receipt(s) ready to upload as they are needed for verification. Another important detail is the address for reimbursement. This is where, if approved, your check will be sent. Make sure all fields for your address are correct.

What happens next?

After you submit your application, you'll receive a confirmation email. Your manager will also receive an email directing them to complete a form providing their approval for you to receive tuition reimbursement. After they complete the form, you'll receive another email stating if they approve or deny. If they deny your application, please have a conversation with them. The People team cannot provide information on why it was declined.

If the manager approves then your director will receive an email to fill out a form giving their approval. Once they complete it, you will receive an email just like you did with the manager. If they deny the application, please have a conversation with them.

If the director approves then the People team will review the application. If they approve you will receive an email stating you've been approved, and a check request will be sent to Accounting. If you are denied you will receive a standard email stating you were and the People team will follow up with more details.

If the People team approves, you will need to submit your grades when your class(es) are done. Please see the next section for those details.

Grades Submissions

Once your class(es) is (are) complete and you've received your grades, you can submit them to receive the other half of your tuition. You'll need to submit your grades within 30 days of the class(es) ending.

[Link to Grades Submission form](#)

Fill out the form, making sure to have your transcript(s) ready to upload. The reimbursement address should be double checked to be correct as that is where, if approved, the check will be sent.

FAQs

Q: My tuition reimbursement request was previously done on paper. Do I use the Grades Submission form to submit my grades?

A: At this time we ask you finish it via emailing People your grades using the paper process

Q: Who needs to approve my Tuition Reimbursement application?

A: Manager and Director approval are required for all Tuition Reimbursement applications.

Q: When do I receive the second half of my Tuition Reimbursement?

A: The second half of reimbursement is processed once the employee has submitted their final grades that meet requirements per the policy for that quarter.

Q: I have already started my courses. Can I submit a Tuition Reimbursement application?

A: No. All applications must be submitted and approved PRIOR to starting your courses, no more than 30 days in advance.

Q: How do I receive the reimbursement?

A: Accounting processes a check to be mailed to the address as listed in your application.

Q: Is direct deposit available for reimbursement?

A: Currently, direct deposit is not available. Physical checks will be mailed to the address listed in your application.