

# Tuition Reimbursement Job Aid and FAQs for Managers and Directors

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## Tuition Reimbursement Policy

Please review the policy for more information on tuition reimbursement.

[Link to Tuition Reimbursement policy](#)

## Tuition Reimbursement Request

Employees who desire tuition reimbursement will fill out the following application. You can also request tuition reimbursement!

[Link to Tuition Application](#)


## Manager/Director Approval Process

Once the employee fills out the application you will be sent an email with a link to complete your approval for the employee to receive tuition reimbursement. Here is an example email:

George Costanza has submitted a Tuition Reimbursement request for you to review and approve. Upon your approval Heidi Lee will receive it to review. Upon your rejection, the employee will receive an automatic message notifying them. We suggest you have a conversation with them as well.

To review the request, go to <https://wkf.ms/3SZVZwg> and select George Costanza from the list. Answer the 5 simple questions and submit the form.

Thank you,  
People Team

 **People**  
Tel: 206-720-3745 | [www.nwkidney.org](http://www.nwkidney.org)

Follow the link to a form where you will be asked four questions. If the four questions are all answered “yes”, then the request is considered approved by you. The employee will be sent an email saying such and the director (or 1 up) will receive an email to repeat the same process. If any of the questions are answered “no”, then the request will be considered denied. The employee will be sent an email saying it’s been denied by you. Please have a conversation with the employee to discuss why.

## What Happens Next?

Once both the manager and director (or 1 up) has approved the request then it will be sent to the People Team for review. If they approve, then the employee will be notified by email, and the reimbursement check request will be sent to Accounting. If they deny the request, then the People Team will reach out with more information.

## FAQs

Q: My employee brought me a paper form to request tuition reimbursement. What should I do?

A: Refer the employee to fill out the tuition reimbursement form at the link above or on K-Net. They can find it by doing a search for “tuition” on K-Net.

Q: I don't know how much reimbursement my employee has used this year. How do I find out if they are still eligible to receive reimbursement?

A: The employee's leadership doesn't need to track this. The People Team will evaluate remaining reimbursement the employee is eligible for.

Q: Is tuition reimbursement coming out of my department budget?

A: No. Human Resources has a separate budget for tuition reimbursement.

Q: How do I know if my employee was approved?

A: You will receive an email letting you know your employee was approved for reimbursement.

Q: I rejected application. What should happen next?

A: You should have a conversation with your employee. The People Team will not be able to speak to the reason.