

# Employee Tuition Reimbursement Application

## Employee Details

Full Name

Employee ID

Department

Email Address

Contact Number

## Course Information

Course Title

Institution Name

Course Level

Start Date

End Date

## Expense Details

Tuition Fee

Books & Materials (if applicable)

Other Expenses

Total Amount Requested

### Course Relevance/Justification

Please explain how this course is relevant to your current role and future career progression:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Supervisor/HR Approval

Supervisor/HR Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Important Notes:

- Eligibility for reimbursement is subject to company tuition policy and employment status.
- Original payment receipts and transcripts must be provided along with this application.
- Application must be approved prior to course commencement or as per company guidelines.
- Incomplete forms or missing documentation may delay or result in denial of reimbursement.
- Please consult HR or your supervisor for questions regarding eligible courses and expenses.