

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.