

# Tuition Fee Reimbursement Request

Date of Application:

To:

Human Resources Department  
[Company/Organization Name]  
[Company Address]

From:

Name:

Employee ID:

Designation:

Department:

## Subject: Request for Tuition Fee Reimbursement

Respected Sir/Madam,

I am writing to formally request reimbursement for the tuition fees incurred during [Course Name, Semester/Year, Institution Name]. I have successfully completed the aforementioned course, as per the organization's tuition fee reimbursement policy.

Course/Program Details:

Course/Program Name:

Institution/University:

Duration:

Date of Completion:

Fee Details:

Total Tuition Fee Paid: \$

Amount Requested for Reimbursement: \$

Attached Documents:

1. Copy of completed course certificate or mark sheet
2. Fee receipt(s)/payment proof
3. Approval letter (if required)
4. Any other supporting documents

I would be grateful if my request could be processed at the earliest. Kindly let me know if any further documentation or information is needed.

Thank you for your consideration.

Sincerely,

Name:

Signature:

Date:

For HR/Accounts Department Use:

Approved/Rejected: \_\_\_\_\_

Remarks: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

**Important Notes:**

- Check the company policy for eligible courses and maximum reimbursement limits before submitting.
- Ensure all required supporting documents are attached for timely processing.
- Submit the reimbursement request within the stipulated timeline after course completion.
- Keep copies of all documents for your personal records.