

# Simplified Tuition Fee Reimbursement Application

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Course Details

Course/Program Name: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Duration: \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Course End Date: \_\_\_\_\_

## Reimbursement Details

Tuition Fee Amount: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Payment Mode: \_\_\_\_\_

Bank Account for Refund: \_\_\_\_\_

## Declaration

I hereby declare that the information provided above is true and the tuition fee receipts are attached. I request reimbursement as per company policy.

Employee Signature: \_\_\_\_\_

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

## Office Use Only

Approved Amount: \_\_\_\_\_

Approver's Name/Sign: \_\_\_\_\_

## **Important Notes**

- Attach authenticated tuition fee receipts and supporting documents.
- Ensure the course/program is pre-approved as per company policy.
- Submit the application within the stipulated deadline after course completion.
- Incomplete forms or missing documents may result in delays or rejection.
- The decision of the Accounts/HR department is final regarding reimbursement.