

Standard Tuition Fee Reimbursement Request Form

Employee Name

Employee ID

Department

Position

Email Address

Contact Number

Educational Institution

Program/Course Name

Academic Period

Date of Course Completion

Final Grade / Result

Tuition Fee Details

Description	Amount
Tuition Fee	<div>e.g. \$2,000</div>
Other Eligible Expenses	<div>e.g. \$200 (Books)</div>
Total Amount Requested	<div>e.g. \$2,200</div>

Justification / Purpose

Briefly explain how this course benefits your role or personal development.

Attachments (Upload receipts, transcripts, etc.)

Choose File

No file selected

Declaration

☐

I hereby declare that the above information is accurate and all supporting documents are attached.

Date	Employee Signature
<div></div>	<div>Type name or sign</div>

Important Notes

- Ensure all sections are completed before submitting the form.
- Attach valid receipts and proof of course completion/transcript.
- Reimbursement is subject to company policy and approval.
- Incomplete forms or missing documentation may delay processing.
- Contact Human Resources for policy details or further assistance.