

Standard Tuition Fee Reimbursement Request Form

Employee Name

Employee ID

Department

Position

Email Address

Contact Number

Educational Institution

Program/Course Name

Academic Period

e.g. Fall 2023

Date of Course Completion

Final Grade / Result

e.g. A, Pass, etc.

Tuition Fee Details

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

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

Attachments (Upload receipts, transcripts, etc.)

No file selected

Declaration



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

Date

Employee Signature

Type name or sign

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.