

Tuition Advance Settlement Reimbursement Form

Date:

Employee Name:

Employee ID / Number:

Department / Division:

Email Address:

Contact Number:

Tuition Advance Details

Institution Name

Course / Program

Course Duration

Tuition Advance Amount Received

Date Advance Received

Settlement & Reimbursement

Actual Tuition Fee Paid

Amount to be Reimbursed

Supporting Documents Attached (List):

Remarks (if any):

Employee Declaration

I hereby declare that the information provided above is true and accurate to the best of my knowledge, and that all supporting documents attached are genuine.

Employee Signature:

Date:

Important Notes:

- This form is to be used for settling advances taken for tuition payment only.
- Attach original or certified copies of payment receipts and related documents.
- The settlement must be submitted within the stipulated timeframe after course completion.
- Incomplete or inaccurate forms may result in delayed processing.
- Retain a personal copy of this form and all submitted documents for your records.