



TUITION REIMBURSEMENT PRE-APPROVAL FORM

Complete this form, have manager approve it, and submit to Human Resources
BEFORE beginning your course of study.

Employee Name:					
Date:					
Department:					
Approving Manager Signature:					
Name of Accrediting Institution:					
Course Title:					
Course Eligibility Criteria Met:	(X all that apply)				
Accredited degree program:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="width: 20px; height: 20px;"></td> <td style="padding: 2px;">No</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Yes		No	
Yes		No			
Required for professional certification:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="width: 20px; height: 20px;"></td> <td style="padding: 2px;">No</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Yes		No	
Yes		No			
Course is job related:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="width: 20px; height: 20px;"></td> <td style="padding: 2px;">No</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Yes		No	
Yes		No			
Other: (Please explain)	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>				