Tuition Reimbursement Checklist

Confirm your Eligibility

- ☐ Is there a minimum length of employment to qualify?

- ☐ Are there a minimum number of work hours per week to qualify for the program?

- ☐ Do I need a manager's approval before enrolling in a course?

Determine What Expenses are Covered

- ☐ Which items are covered? (e.g. textbooks,lab fees, internet connection charges)

- ☐ Which items are not covered? (e.g. final grades below a C, specific courses)

Learn How Payments are Processed

- ☐ When is the deadline to submit a reimbursement request?

- ☐ What documentation is required to process the request? (e.g. official transcripts, tuition bill, proof of tuition payment, company form)

- ☐ Where and how do I submit the documentation for processing?

- ☐ How long must I remain employed after completing the course to receive the reimbursement?

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