

Tuition Reimbursement Form

Instructions:

1. Review the Tuition Reimbursement Policy for eligibility and guidelines
2. Complete this form prior to signing up for courses
 - a. You may list up to three courses per semester on this form
3. Attach information related to the course and degree you plan to pursue
4. Discuss with your manager and ask them to sign the form if they are aligned
5. Submit the signed and completed form and course documentation to benefits@planetcsc.com for review and final approval
6. Once approved, sign up for the course(s)
7. Once you receive a passing grade, send the proof of payment of course tuition, fees and books and passing grade to benefits@planetcsc.com for processing

Date of Request:

Employee Name:

Department:

Position/Title:

Hire Date:

Name of Institution:

Major:

Degree Sought:

Semester Begin Date:

Semester End Date:

Development objective (long-term goal this program/course will you reach):

Course Title:

Course Description:

Cost of Course:

Cost of Books:

Fees:

Total Reimbursement

Requested:

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of **B** or better for graduate courses; a grade of **C** or better for undergraduate courses; a **Pass** in a Pass/Fail course) of each course and submission of all receipts and paid bills within 30 days thereafter.

I must be an active employee in good standing at the time of reimbursement and I further understand that failure to successfully complete any course(s) will result in loss of eligibility for tuition reimbursement.

Employee Signature

Date

Manager Recommendation

☐ Approved

☐ Not Approved

Reason:

Manager Signature

Date

To be completed by Benefits

Date received:

Received copy of coursework: 1. 2. 3.

Received copy of paid invoice: 1. 2. 3.

Received passing grade: 1. 2. 3.

Total amount reimbursed:

Date sent to payroll for processing: