

Tuition reimbursement

A step-by-step process guide

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1



Review the [Tuition Reimbursement plan document](#) and check your eligibility requirements.

2



Complete the [Course approval form](#) **before starting class**. Employee and manager's signatures are required.

Note: Requesting approval prior to starting a class is not mandatory, but **highly recommended** to ensure you and/or the coursework meet the plan's eligibility requirements before you commit time and money.

3



Submit the course approval form through a [myHR ticket](#). The Benefits team will request further information if needed and inform you once the form is processed.

4



Within 90 days of the end of each semester (in which classes were completed), complete the [payment form](#) and submit all required documents through a [myHR ticket](#). Required documents are listed in the [plan document](#).

Note: You must request reimbursement **no later than 90 days following the last day of the course or last day of the semester** – there are no exceptions to this requirement.

5



The Benefits team will review your documents and request more information if needed. **Once processed, payment will be included in your paycheck within one to two pay periods.**

