



TUITION REIMBURSEMENT COURSE APPROVAL FORM (effective 2018)

Section I: Employee Information

Employee Name :		Date:	Hire Date:
Department Name:	Work Phone Number:	Email Address:	

Section II: Request for Approval of Individual Courses and Employee Authorization

Name of School:	Degree Program / Degree Type (e.g., Finance/Bachelors)
Are you receiving financial assistance from other sources (GI Bill, scholarships, Grants, etc.) for this course(s)? If yes, state source and amount of financial assistance:	

****Specific Dates****

Course Number	Course Title	Number of Credits	Tuition Cost Per Credit	Semester	mm/dd/yyyy Start date	mm/dd/yyyy End Date

I understand that my request for tuition reimbursement is subject to the rules under the Stryker Tuition Reimbursement Plan (including the requirement to submit request for reimbursement no later than 90 days after the end of class(es). I further understand that if I have received approval for a program, I must be an active employee to receive reimbursement for individual classes taken as part of the approved program. I understand that I am responsible for any applicable taxes imposed on my tuition reimbursement. I verify that I am not receiving any financial assistance from any source other than those listed above. I understand that depending on timing of payroll submission some classes that were completed in a calendar year may not be reimbursed until the new calendar year. In that case the reimbursement will count in the calendar year it was paid and not the calendar year the course was completed.

Employee Signature _____ Date _____

Section III: Manager Approval - Request for Approval of Degree/Certificate Program

By signing this section, you are confirming that this employee meets the eligibility requirements of the Plan, including the requirement of a current performance rating no lower than "Consistently Effective", and that the employee is not subject to a Performance Improvement Plan.

Manager Signature _____ Date _____
Manager Name _____

After form is completed and signed please visit myhr.stryker.com and submit the form for myHR review and eligibility.