



Tuition Reimbursement User Guide

1. Initial Submission:

- ✓ Employee fills out **Section 1** of the form on the Intranet.
- ✓ Employee submits form.
- ✓ Email confirmation is sent to employee.
- ✓ **If employee does not have access to Intranet, the supervisor is to fill out the Tuition Reimbursement Request Form for the employee.**

2. Approvals:

- ✓ Approval request is sent to Supervisor
- ✓ Supervisor fills in **Section 2** of the form; then approves (or denies) request.
- ✓ If department head is different than supervisor, department head must also approve.
- ✓ If VP is different than department head, VP must also approve.
- ✓ An email is sent to employee – “You are approved to take the course.”

NOTE: If any of the three approvers denies the request. Employee is notified via email (no further action taken/ allowed).

3. Employee takes the course

4. Employee completes course; submits required documents

After employee completes the course (“Completion Date” that is specified on request form passes) ... Employee is sent email prompting to upload final grades and billing information to request form (**Section 3**).