

**Request for Educational Reimbursement**  
*Submit for Approval Prior to Enrollment*

Employee Name		Title		
Today's Date	Hire Date		Hours Scheduled Per Week	
Property/Department	Supervisor		Portfolio Manager	
Course Number	Name of Course/Seminar/Workshop	Start Date	End Date	Cost \$
Description of Course				
Describe How this Course is Related to Your Current Position (or Reasonably Anticipated Position)				

**Requirements**

- Must be employed a minimum of 6 months at the prior to the start date of the course;
- Employee must be classified as a regular full-time (30 hours +) at time of request and reimbursement;
- A maximum of \$500.00 reimbursement per year will be reimbursed;
- Reimbursement may be used to cover course fees and/or required books;
- Course must be related to your current or reasonably anticipated position;
- For courses that are graded, a grade of "C" or better is required for reimbursement;
- Employees voluntarily terminating employment within 6 months of reimbursement will have the reimbursement retroactively considered a loan and will require repayment at termination of employment; and,
- Upon successful completion of the course, a grade report and an itemized receipt (from the school or company) shall be forwarded to Human Resources to initiate the reimbursement (canceled checks are not acceptable).

I understand the educational reimbursement policy and meet the above requirements.

Employee Name	Signature	Date
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Submit to Portfolio Manager for Approval

**Approvals**

		Amount Approved \$
Supervisor Name	Signature	Date

Submit to Human Resources for Approval and Processing

Director of Human Resources Name	Signature	Date
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**Human Resources Use Only**

- Yes  No Employee is a Regular Full-Time Employee  
 Yes  No Grade Report Received with a "C" or Better (if applicable)  
 Yes  No Receipts Received for Reimbursable Expenses

Date Submitted for Payment	Amount	Submitted By	Date
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Distribution: Personnel File/Educational Reimbursement Folder/Accounting