



Document no:	HR00030
Rev:	A
Effective date:	12/19/2019

REQUEST FOR TUITION REIMBURSEMENT

Pay To:

NAME: _____

FOR TUITION REIMBURSEMENT

PROVIDE PROOF OF PAYMENT FOR TUITION/BOOKS (Learning Resources) AND A COURSE TRANSCRIPT INCLUDING YOUR GRADE.

Explanation of Request: Reimbursement of expenses per previously submitted tuition application.

Grade attained in course _____
(must be 'C' or better to receive reimbursement)

Tuition (including Lab Fees*) \$ _____
Books/Learning Resources \$ _____

Total Cost \$ _____

***Only fees associated with specific courses will be reimbursed.**

It is hereby agreed by the undersigned employee and Iwaki America, Inc. that upon satisfactory completion of the course and submission of the grade to HR, the employee will be reimbursed the appropriate amount due as stated in the Tuition Reimbursement Policy. If the employee voluntarily leaves employment at Iwaki America, Inc. within one year after reimbursement is received, the employee will be required to pay back Iwaki America, Inc. a percentage of the reimbursed amount received as noted in the Tuition Reimbursement Policy in the Employee Handbook.

Employee Signature _____ Date _____

APPROVAL

Department Manager

Date

Human Resources Manager

Date



REVISION HISTORY

Rev.	ECO No.	Revision date	Revised by:	Description of Change
Rev.A	None	12/19/2019	SHP	
Rev.B				
Rev.C				
Rev.D				
Rev.E				