

Tuition Reimbursement Process Instructions & Forms

Benesch will assist the efforts of Full-time employees in continuing their education by providing limited financial assistance through tuition reimbursement as outlined in the policy. The goal of this program is to improve employee performance and productivity, in a manner that benefits both the employee and Benesch. This program is intended for full-time employees who want to take educational courses that are related to their job and contribute to the development of knowledge, skills, and abilities for their advancement within Benesch.

Eligibility:

Full-time employees who have been on full-time status for a minimum of 60 days are eligible to apply for up to 75% of tuition reimbursement up to a maximum of \$5,250 as defined by the IRS.

Instructions:

1. Complete the Tuition Reimbursement: **Application for Course Approval**
 - This form must be completed and approved by your supervisor and submitted to Benefits@benesch.com no later than two weeks before the start of the course.
2. Complete the Tuition Reimbursement: **Notice of Course Completion**
 - After completing the course, this form must be completed and approved by your supervisor and submitted to Benefits@benesch.com.
 - Documentation showing your final grade and a detailed tuition bill displaying course cost or statement must be submitted in order to receive reimbursement.
 - The \$5,250 maximum reimbursement a year is per calendar year. It can take up to 2 weeks for payroll to reimburse you after you send in the course completion details.
 - If form is sent in late December, you may not get reimbursed until January. That would then affect the balance of what you can get reimbursed in the new year.

Please see full policy on the [Tuition Reimbursement page](#) of Benefits Connection.

For questions or concerns please contact Benefits@benesch.com.

Tuition Reimbursement: Course Approval Application

Benesch will assist the efforts of Full-Time employees in continuing their education by providing limited financial assistance through tuition reimbursement as outlined in the Tuition Reimbursement policy document. *Please see full policy on the [Tuition Reimbursement page](#) of Benefits Connection for further details on information regarding course eligibility and repayment provisions.*

EMPLOYEE INFORMATION

Name (Last/First)		Employee No.	
Profit Center		Supervisor	

PROGRAM INFORMATION

School/Institution			
Degree Type	Graduate Undergraduate Other N/A	Degree/Certification	

COURSE INFORMATION – REQUEST FOR APPROVAL

Course Name			
Course Number		Session/Term	
Start Date**		End Date	
Course Cost	\$	Course Schedule*	
Course Description	You may include high level summary or may attach separate documentation.		

**List day(s) and time(s) class will meet. If during normal business hours, a schedule of how required work hours will be made up must be included.*

***If beginning program for the first time, this form must be completed and received by Human Resources at least **2 weeks** before course start.*

I, _____, request approval to utilize the Alfred Benesch Tuition Reimbursement for Continuing Education benefit for the above mentioned course. I agree to abide by the policy set out in the Guide and understand that I must submit documentation from the school or institution providing the above course that gives evidence of my completion of the course with a grade of “B” or higher in order to receive reimbursement. I understand that Pass/Fail courses are not eligible for reimbursement.

Employee Signature		Date	
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Supervisor Signature		Date	
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Human Resources Approval

HR Signature		Date	
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Tuition Reimbursement: Course Completion

EMPLOYEE INFORMATION

Name (Last/First)		Employee No.	
Profit Center		Supervisor	

PROGRAM INFORMATION

School/Institution			
Degree Type	☐ Graduate ☐ Undergraduate ☐ Other ☐ N/A	Degree/Certification	

COURSE INFORMATION – NOTICE OF COMPLETION

Course Name		Course Number	
Session/Term		Grade Received	

I, _____, attest that I have completed this approved course with a passing grade as determined by the Alfred Benesch Tuition Reimbursement for Continuing Education benefit. In order to receive reimbursement, I am currently classified as full-time through the date of reimbursement and agree to repay the Company the actual cost of tuition received if I elect to leave the Company or am terminated for cause within 2 years of receipt of reimbursement for each course taken.

Employee Signature		Date	
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Supervisor Signature		Date	
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Human Resources Approval

HR Signature		Date	
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