**TUITION REIMBURSEMENT REQUEST FORM**

Name: Click or tap here to enter text. Request Date: Click or tap to enter a date.

Department: Click or tap here to enter text. Hire Date: Click or tap to enter a date.

**SECTION I – TO BE COMPLETED BY EMPLOYEE**

School: Click or tap here to enter text.

Degree Program: Click or tap here to enter text.

Graduate/Professional: [ ] First Year [ ] Second Year [ ] Other: Click or tap here to enter text.

Undergraduate: [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior

**COURSE REQUEST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Name** | **Credits** | **Course****Start Date** | **Course Completion Date** | **Amount Requested** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |

I agree to abide by the rules governing Firstrust’s Tuition Reimbursement Policy and hereby acknowledge receipt thereof. I agree to repay the Bank 100% of the cost of tuition for any course in which I receive any grade less than “C” (2.0); receive a grade of “incomplete”, or from which I “withdraw” without attainment of a letter or numerical grade. Further, I agree, that if for any reason my employment with Firstrust Bank is terminated, to repay the bank 100% of the amount I received under the tuition reimbursement program subject to the following guidelines:

**REPAYMENT GUIDELINE FOR TERMINATION**

HR must receive a copy of the final grades for all courses completed under the Tuition Reimbursement program within a timely fashion. Employees who leave or are terminated for ANY REASON will be required to repay 100% of their reimbursement should they leave Firstrust within the timeframe outlined below. The timeframe begins from the date HR receives the final grade(s).

|  |  |
| --- | --- |
| Undergraduate or PBA/PDN Program (AIB) | Within Six (6) Months |
| Graduate or Professional | Within Twelve (12) Months |

Subject to the repayment provisions above, I authorize Firstrust Bank to deduct the cost of tuition from any monies due me from the Bank at the time of demand or thereafter, including but not limited to regular salary, wages, vacation pay or overtime compensation, and/or any deposit account that I might maintain at Firstrust Bank.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**SECTION II – TO BE COMPLETED BY SUPERVISOR AND/OR DEPARTMENT HEAD**

All courses to be submitted for reimbursement must be approved by the employee’s supervisor prior to the start of the course. By signing below, as the employee’s supervisor, you approve that the course(s) above is/are consistent

[ ]  Objective and course listed is consistent with the employee’s current position.

[ ]  Objective and course listed is consistent with preparation for greater responsibility in the area of: Click or tap here to enter text.

[ ]  Other (please specify): Click or tap here to enter text.

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**SECTION III – APPROVALS**

Manager/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

Dept/Division Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

Division Executive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

*(Required for Graduate Courses)*

CHRO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

*(Exceptions Only)*

**For HR Use Only**

Date Received: Click or tap to enter a date.

Employee has been employed for six months or longer as a “benefit-eligible” employee and has not exceeded the annual guidelines for the program. Maximum of two courses per semester with a total reimbursement of $5,250 annually.

Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exceptions Noted: Click or tap here to enter text.

HR Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: Click or tap here to enter text.

Amount Approved: Click or tap here to enter text. Date Approved: Click or tap here to enter text.

Check Issued Date: Click or tap to enter a date.

Date Final Grade Received: Click or tap to enter a date. Final Grade: Click or tap here to enter text.