



Tuition Assistance Program Approval Request

Employee Name: _____

Employee ID#: _____ Department: _____

Hire Date: _____ Manager Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

College/University/Institution Name: _____

Course Name: _____ Credit Hours: _____

Course Start Date: _____ Course End Date: _____

Reminder: The maximum reimbursement for tuition costs and textbooks is \$5,250 per calendar year and applies to courses taken within that same calendar year.

Employee Signature: _____ Date: _____

APPROVAL:

Manager Signature: _____ Date: _____

Submit approved, signed Tuition Assistance Program Approval Request Forms to humanresources@tiredirect.com for HR approval.

Office Use Only: Eligibility Verified? Y ___ N ___ Request Approved? Y ___ N ___

HR Approval Signature: _____ Date: _____