



Team Member Checklist

Application & Reimbursement Process

Before starting any program or class, the Team Member must obtain **prior approval** for tuition assistance.

Before you take the class:

- Log into [Tuition Manager](#) (Splash→Team Member Tools→Benefits/Tuition Assistance)
- Choose **New Application**
- Please complete **one application** for all classes taken per term (quarter, semester, etc)
- You will need to include the following information in your application:
 - An explanation as to why the course or program will enhance Team Member's current position
 - A program or course plan, including but not limited to a breakdown of courses by semester (quarter) and estimated costs for each course
 - The actual total cost of the program or course
 - Any additional information that the Team Member believes is necessary for the evaluation and approval
 - Have a conversation with your manager/supervisor
 - Team Member shall pay for the course or program at the commencement of such course or program. Upload to the application proof of tuition payment (Registrar's receipt, cancelled check, credit card receipt, etc.).

After you take the class:

- Upon course completion, the Team Member will upload their final grades into the application within 90 days
- The Team Member will be required to sign a Promissory Note before any tuition assistance is dispersed. Signed Promissory notes are due within 30 days

Reimbursement Procedures

- Upon receipt of the signed Promissory note, your reimbursement will be entered in Workday for payment within 1-2 pay periods.
- **IMPORTANT DEADLINE:** For tuition reimbursements to be issued by year-end, all documentation must be submitted by December 10th.

Any applications approved for payment after December 10th will not receive reimbursement until the following month and into the new tax year which will apply to the following year's annual cap.



Tuition Reimbursement Policy Flow Chart

