



Tuition Assistance Pre-Approval Form

Prior to enrolling in any degree program, you must submit a Tuition Assistance Pre-approval form to your manager who will submit it to the Human Resources Benefits team. Your manager will review the course(s) you intend to pursue. If your request is approved, the form will be forwarded to Human Resources.

To be eligible for Tuition Assistance, you must meet all the following criteria: 1) be a regular, full-time employee, 2) course work must be beyond an Associate's degree, 3) course or curriculum must be from an accredited college or university, 4) course or curriculum must be relevant to your job or profession. Please note this is not a final guarantee of approval for reimbursement. Approval is based on meeting all criteria and availability of funds.

EMPLOYEE – PLEASE COMPLETE SECTIONS 1-2. PLEASE PRINT.

1. EMPLOYEE INFORMATION

Full Name (First MI Last)	Department	Email Address	Today's Date
Address	City	State	Zip
			Day Phone Number ()

2. COURSE INFORMATION

Course Name:	Type of Degree or Program: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Institution's Name:	Cost per credit/ # of Credits Assigned to this Course:
How does this educational course relate to your current/future position with Informatica?	

3. SIGNATURES

I have read the Tuition Reimbursement information in the employee handbook and/or policy. I understand that I must complete the Tuition Reimbursement Form once the semester is completed to receive reimbursement per Informatica's Tuition Assistance guidelines.

Employee Signature _____
Date

Supervisor's Approval

Supervisor's Signature _____
Date

FOR HR USE ONLY

Course Approved? Date Approved/Denied: Processed Date: _____

Yes No _____

HR Benefits Team Member Signature: _____