

## TUITION REIMBURSEMENT REQUEST FORM

Instructions:

1. All employees **must** discuss their intentions to utilize the tuition reimbursement program with their manager prior to taking the course and managers must submit the [pre-approval form](#). Information on the process can be found on the tuition reimbursement policy.
2. All employees must review the Human Resource Policy on Tuition reimbursement at [Informatica Tuition Reimbursement Policy](#) or on the [Informatica Benefits Website](#).
3. Please complete this form and obtain your supervisor's signature following the completion of your course with a grade of B or better.
4. All requests for reimbursement for course tuition must be accompanied by evidence of successful completion, tuition receipts and tuition reimbursement form with manager signature and submitted to [HRBenefitsUS@Informatica.com](mailto:HRBenefitsUS@Informatica.com).
5. If approved, you will receive notice of approval along with next steps.

**(NOTE: Trainings/Workshops and Seminars are not covered under the tuition reimbursement and should not be submitted using this form).**

Please refer to Informatica's tuition reimbursement policy for maximum reimbursement limits, restrictions, or other provisions that may apply.

### I. EMPLOYEE INFORMATION

Name (Last, First)	Home Address/ City/ ST/ Zipcode	Date of Request
Work Address	City                      State,                      Zip Code	Work Phone
Job Title	Work Email Address	
Hire Date	Manager's Name	

### II. College University Information (Please check one)

- Undergraduate
- Graduate

### III. COURSE INFORMATION

<div style="text-align: center; margin-bottom: 5px;">/</div> Course Start and End date	Course Title
Educational Institution	Course Number
\$ Tuition amount	Credit Hours
\$ Other Expenses (lab fees, books)	

**IV. Acknowledgement**

By submitting this form, I clearly understand that providing this form and supporting documents is not a guarantee of payment under the tuition reimbursement policy and final decision comes from the Human Resources Department. I further understand that providing an incomplete form, not providing all the required documents and falsification of information will result in me being ineligible for tuition reimbursement and subject to disciplinary action.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

**V. HR Use Only**

**Document Check List:**

<input type="checkbox"/> Official Proof of Satisfactory Grade	<input type="checkbox"/> Manager Approval
<input type="checkbox"/> Proof of Payment Received?	<input type="checkbox"/> Email sent to employee to submit to Concur
<input type="checkbox"/> Amount Approved \$ _____	<input type="checkbox"/> Request Denied/Declination Email sent

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Declined By: \_\_\_\_\_

Date: \_\_\_\_\_