



Tuition Reimbursement Application

(Please Print or Type | One Form Per Subject)

Name: _____ Date: _____
Address: _____ Dept/Store #: _____
City: _____ State: _____ Position: _____
Zip Code: _____ Date of Hire: _____

Educational Institution: _____
Do You Plan to Earn a Degree? Y / N Name of Degree: _____
Major: _____ Anticipated Graduation: _____
Current Class
Subject: _____ Course #: _____
Objective in Taking Course: _____
Term Begins: _____ Term Ends: _____
Will you receive educational aid from any other source? [] Yes [] No
If yes, explain: _____

- I am acquainted with the rules and regulations of the SPARC Group LLC, Tuition Reimbursement Program and agree to comply with them. I understand and agree to the repayment schedule for this reimbursement and I understand that this may create taxable income for which I am responsible.
- I have included a course description and invoice from the school.

Signature: _____ Date: _____

Anticipated costs less additional assistance
(to be completed by employee)

Tuition:	\$ _____
Lab Fees	\$ _____
Additional Assistance:	-\$ _____
Total:	\$ _____
	x 50%
Total Reimbursement:	\$ _____

APPROVALS

Manager _____

Date: _____

Human Resources: _____

Date: _____

Please submit completed application **four (4) weeks** prior to beginning of the course with a copy of the course description. Reimbursement will be made in accordance with the provisions of the Tuition Reimbursement Plan dated June 15, 2022. Indicate the actual full amounts that you are required to pay to the school. Only preapproved courses will be reimbursed by the Company. Upon completion of the course, certification of passing grades and related paid receipts must be attached to a duplicate copy of the approved Tuition Reimbursement Application and sent to the Human Resources Department to process for reimbursement.