

Date: _____

Employee: _____

Date of Hire: _____

Present Position: _____

REQUEST FOR EDUCATION EXPENSE REIMBURSEMENT

School/Institution: _____

Semester/Class Dates: _____

Program of Study (example: BS in Business Administration): _____

Title(s) of Class(es): _____

Cost of Tuition: \$ _____

Other Related Costs (attach additional pages if necessary):

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

- A. Have you applied for financial aid from any other source? _____
- B. Have you been approved for and/or received the requested financial aid? _____
- C. If yes to A or B, describe in detail the source and amount (attach additional pages if necessary):

The expense reimbursement will be paid to the employee upon (1) approval of MAA President, (2) proof of successful completion of classes and presentation of a grade of at least "C" (or its equivalent), and (3) valid invoices and receipts from the educational/training facility for the amount of requested reimbursement.