Employer tuition-reimbursement request

A checklist and outline to ask an employer about tuition support, using your workplace policy and written confirmation. This is not a tax form.

NAME

DATE

EMPLOYER

POLICY NAME OR HR PAGE

PROGRAM AND SCHOOL

TERM AND AMOUNT I AM ASKING ABOUT

POLICY AND PAPERWORK

- [ ] I found a written tuition-reimbursement or education policy, or I asked HR if one exists
- [ ] I know whether the policy needs pre-approval, before I pay tuition
- [ ] I know what grades or receipts I must submit afterwards
- [ ] I know if I must stay employed for a stated period after the course
- [ ] I kept copies of the request and the decision

DRAFT REQUEST (WHO I AM, THE COURSE, THE COST, THE POLICY SECTION, WHAT I AM ASKING THEM TO APPROVE)

Policies differ by employer. Some support is taxable; the CRA and your payroll office decide. This is a request outline, not tax advice.