Standard Motor Products, Inc

Instructions:

- Complete the application and attach descriptive information regarding the course(s) or degree program you wish to enter.

- Meet with your department manager to discuss your educational assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, the manager will grant preliminary approval.

- Submit the original, signed form to the human resources (HR) department for review.
- Upon completion of the course, submit a copy of your grade report to the HR department.

- If the course was successfully completed, your tuition will be reimbursed to you.

- Completion of a degree does not guarantee a promotion or salary increase.

<u>**Tuition Reimbursement Application**</u>

Date: _____

Employee Name:

_____

Department: _____ Job title: _____

Course title: _____

Course dates: _____ to _____

Degree sought (if applicable): _____

Name of institution: _____

Address of institution:

_____

Course Expenses:

Tuition: $_____

Fees $_____

Books/materials $_____

Total cost $_____

Development objective (what long-term goal is this program/course intended to help you reach):

_____

_____

_____

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of B or better) of each course and submission of all receipts and paid bills. I further understand that failure to successfully complete any course(s) will result in no reimbursement of tuition.

_____

Employee Signature

_____

Date

DEPARTMENT RECOMMENDATION [ ] Approved   [ ] Not approved

Reason: _____

_____

Does this application meet the established guidelines of the educational assistance program

policy? [ ] Yes   [ ] No Was this expense included in the department budget?

_____

Department Manager Signature & Date

_____

HUMAN RESOURCE DEPARTMENT APPROVAL

This request is [ ] Approved [ ] Not approved

Reason (if not approved): _____

Human Resources Signature & Date

_____