

VALUES

Integrity
Employee Success
Service Excellence
Community Involvement
Innovation



Application for Tuition Reimbursement

Employee Name: _____ Date of Hire: _____

Department: _____ Supervisor/Manager: _____

Have you previously received Tuition Reimbursement, through Kerkstra Precast? Yes No

Educational Objectives:

Educational Institution: _____ Semester: _____

Course(s): _____ Total # of Credit Hours: _____

Major: _____ Anticipated Graduation Date: _____
(e.g. Business Administration, Engineering)

Amount of Assistance Being Requested: _____

Degree being obtained Cert. Assoc. BA/BS. MA/MS PHD

How does this Degree Program and/or Course(s) relate to your job responsibilities at Kerkstra Precast or a career move to another position within Kerkstra Precast. (If more space is needed please attach justification)

All approved tuition reimbursement course(s) must be **taken during an employee's off-duty hours.**

All approved tuition reimbursement course work must be completed with a minimum 80% or better grade or the reimbursement will not occur.

Employees are required to submit the following information along with their application for processing to the Human Resources Department:

- ✓ A copy of the **Course Description** from the Educational Institution;
- ✓ Itemized bill with all costs broken down to include tuition and all fees;
- ✓ A justification explaining how the course is related to their current job or career progression at Kerkstra Precast;
- ✓ A copy of the grade report showing a grade of 80% or better;

Employee Signature: _____

Date: _____

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Department Information & Recommendations: All Kerkstra Precast, Inc employee's tuition reimbursement applications require the approval of the immediate supervisor and department head prior to submitting to the Human Resources Department. Please complete the following information on the employee by checking the appropriate boxes below.

Immediate Supervisor

1. Is the employee Full Time? _____ Yes
_____ No
2. Has the employee completed the requirements of his/her orientation period? ____ Yes ____ No
3. Employees Education Objective (please check the appropriate statement)
 - The degree/coursework is related to the employee's current job function or potential career progression at Kerkstra Precast.
 - The degree/coursework is not related to the employee's current job function or a potential career progression at Kerkstra Precast.
4. The employee will be attending the course during his/her off-duty hours. ____ Yes ____ No
5. The employee's work performance is in good standing. ____ Yes ____ No

Recommendation by the Supervisor

Recommendations: _____ Approved _____ Not Approved

Comments: _____

Supervisor Signature: _____ Date: _____

Department Head

1. Employees Education Objective (please check the appropriate statement)
 - The degree/coursework is related to the employee's current job function or potential career progression at Kerkstra Precast.
 - The degree/coursework is not related to the employee's current job function or a potential career progression at Kerkstra Precast.
2. The employee will be attending the course during his/her off-duty hours. ____ Yes ____ No
3. The employee's work performance is in good standing. ____ Yes ____ No

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Recommendation by the Department Head

Recommendations: _____ Approved _____ Not Approved

Comments: _____

Department Head Signature: _____ Date: _____

HR Approval

Application Approved _____

Application Not Approved _____

Human Resources Manager Signature: _____ Date: _____