

Tuition & Education Expense Reimbursement Application

Purpose:

The Tuition and Education Expense Program at Ancestry is designed to reward dedicated employees for continuing their education. We want all employees to succeed in their endeavors in bettering themselves and their careers.

Employee Name (First and Last)

Program Type:

- Undergraduate
- Graduate**
- Certification/Training

Important Policy Reminders:

1. Employee must be employed and active for the full duration of courses taken as well as during submission and Tuition Reimbursement payout.
2. Items must be completed and submitted by the deadline:
 - Application (signed and dated by all required representatives and employee)
 - Grades with course descriptions
 - Official Summary of Charges from Institution (a screenshot or printout showing all charges on student account for semester)
 - Tuition Reimbursement Form and Checklist
3. For Undergraduates, only “C” grade or better will qualify for reimbursement. “C-” or lower will not be accepted.
For Graduates, only “B” grade or better will qualify. “B-” or lower will not be accepted.
4. **For **Graduate Employees**, a signature approval from your Department Director and/or VP is required.

Statement of Acknowledgement

I acknowledge that I have read and understand the policies regarding the Ancestry Education Expense Reimbursement Program. I also understand that all requirements outlined therein must be met before I qualify for any tuition reimbursement from the company.

Furthermore, I understand that it is my sole responsibility to seek clarification from appropriate Human Resource Representative on policies where needed. In addition, I accept all terms and conditions outlined in the policy regarding the Education Expense Program.

Employee Signature

Manager Signature

Director/VP Signature

***This signature is required for graduate courses**

Year _____

Fall

Spring

Winter

Summer

Employee ID# _____

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Course Information

Course Description	Credits/Hours	Semester

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Employee Information

Employee Name: _____

FT/PT Employee: _____ Course Start Date: _____ Course Completion Date: _____

Number of Courses Attempted _____ Number of Courses Completed _____

Reimbursement Amount Requesting

Total Amount Requesting: _____

Eligibility Requirements

- YES NO Was application filled out completely and signed by the employee and manager?
- YES NO Were grades achieved above a C for Undergraduate and/or B for Graduate for all courses?
If No, _____ out of _____ total classes were completed with a grade B/C or higher.
- YES NO Was the summary of charges documentation from your University provided to HR for review?
- YES NO Did Financial Aid, Grants and/or Scholarships fund the entire Tuition Amount requesting?
If Yes, are you requesting reimbursement for other education expenses eligible per the Tuition Reimbursement Program?
 YES NO OTHER (explain) _____

Financial Aid (FAFSA), Grants & Scholarships

1. Did you receive any Financial Aid (FAFSA), Grants and/or Scholarships this semester? YES NO
 - If Yes, what was the TOTAL amount you received \$ _____

Out-of-Pocket Expenses

Tuition	\$
Student Loans	\$
Lab/Class/Student Fees	\$
Required Textbooks/Software	\$
Entrance Exam Fees	\$
TOTAL	\$