



Tuition Reimbursement Program 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.

Process Steps:

1. Review the [Tuition Reimbursement Policy](#) to ensure you are eligible to receive reimbursement.
2. Complete the below application in its entirety before submitting on the Tuition module on [Espresa](#), Ancestry's reimbursement provider.
3. All applicants must be pursuing degrees through accredited education programs. The classes and degrees must be approved, *in advance*, by the employee's manager, prior to the course start date. After completing the course, attach your grades, expenses and this application to [Espresa](#) by the appropriate deadline that can be found in the [policy](#) to ensure you are paid timely.
4. You are eligible to submit completed course classes for reimbursement anytime within the calendar year.

Important Policy Reminders:

1. Employees 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 to [Espresa](#) 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
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.

Employee Name (First and Last)

Program Type:

- Undergraduate
- Graduate**

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Please retain this application for your records. Once completed and approved by your manager submit all submit all required forms and documentation to [Espresa](#) by the deadline listed in the [Tuition Reimbursement Policy](#),