**SIMPSON COLLEGE**

**EMPLOYER APPROVAL FORM FOR TUITION REIMBURSEMENT**

**Note: This form needs to be completed each SEMESTER.**

**THIS SECTION COMPLETED BY STUDENT**

Employee/Student: Student ID No: ­

 Term Course Title Tuition Amount

 \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**IMPORTANT!! If you are applying for or receiving financial aid, you must report any tuition reimbursement amounts to the Financial Aid office.**

**THIS SECTION COMPLETED BY EMPLOYER**

Approval Signature: Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email:

Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (Street, City, Zip): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYER REIMBURSEMENT GUIDELINES** (Please list any specified guidelines student must meet prior to employer reimbursing student’s tuition charges)**:**

* Grade required for reimbursement (applies when student must attain a certain grade prior to employer paying tuition):

 A B C D F None

* Employer percentage of tuition to be paid: \_\_\_\_\_\_\_\_%
* Employer pays: Before or After grants (circle one)
* Maximum Benefit: $\_\_\_\_\_\_\_\_ Lifetime or Annual (circle one)
* Reimbursement paid to: Employee (Student) \_\_\_\_\_\_ Simpson College
* Payment will be made: Prior to class start Upon completion of class

 \_\_\_\_\_\_\_ Upon receipt of grade report Other

* Other stipulations:

**PLEASE RETURN TO:**

 Simpson College

 Attn: Business Office Phone: 515-961-1269

 701 N. C St., Hillman Hall FAX: 515-961-1498 Attn: Denise

 Indianola, IA 50125 Email: denise.hudson@simpson.edu

This form needs to be attached to the Employer Reimbursement Loan Promissory Note that the student needs to sign before classes begin. This Approval form needs to be signed by the Employer for each semester of classes. If you have any questions, please feel free to call the Business Office at 515-961-1269.