

**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: \_\_\_\_\_

<u>Term</u>	<u>Course Title</u>	<u>Tuition Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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 \_\_\_\_\_ After \_\_\_\_\_ grants
- Maximum Benefit: \$ \_\_\_\_\_ Lifetime \_\_\_\_\_ Annual \_\_\_\_\_
- 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  
701 N. C St., Hillman Hall  
Indianola, IA 50125

Phone: 515-961-1317  
FAX: 515-961-1498 Attn: Jessica  
Email: jessica.danielson@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 515-961-1317.