SIMPSON COLLEGE
EMPLOYER APPROVAL FORM FOR TUITION REIMBURSEMENT

Note: This form needs to be completed each SEMESTER.

<table>
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<tr>
<th>Term</th>
<th>Course Title</th>
<th>Tuition Amount</th>
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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/After grants (circle one)
- Maximum Benefit: $______ Lifetime/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  Simpson College
Attn: Business Office  West Des Moines Campus
701 N. C St., Hillman Hall  1415 – 28TH St., Ste. 250
Indianola, IA  50125  West Des Moines, IA  50266

Phone: 515-961-1269  Phone: 515-309-3099
FAX: 515-961-1498 Attn: Denise  FAX: 515-961-1887
Email: denise.hudson@simpson.edu

(Rev. 8/18)
This form needs to be attached to the Continuing & Graduate Programs Employment Reimbursement Loan Promissory Note that the student needs to sign before classes begin. This 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.