



ZEBRA

APPLICATION FOR TUITION/EDUCATION REIMBURSEMENT

Employee Eligibility:

An employee who has completed six months of service as a full-time employee (regularly scheduled to work at least 30 hours per week) is eligible to apply for tuition/education assistance. You must have completed six months of full-time employment prior to the first day of an eligible course to be eligible for reimbursement.

Process Outline:

1. Complete, sign, and date the employee portion of the application and submit to your supervisor prior to the onset of your course(s).
2. Your supervisor will then need to complete their portion of the application. This will serve as your supervisor's approval of your application for reimbursement.
3. Once your supervisor has completed and signed their portion of the application, submit the application (along with a copy of the course description as it appears in the school catalog) directly to The People Team via <https://zebra.sharepoint.com/sites/zHR>. **Applications must be received no later than the start date of your course.** Please make sure to retain a copy of your completed application for your records. **Applications received after the start date of your course will be denied, no exceptions.**
4. The People Service Center will review your application to ensure the application is completed correctly and to confirm that the course(s) and institution are in line with the guidelines set forth in the Tuition Reimbursement policy.
5. Annual reimbursement will not exceed the IRS tax-free maximum per calendar year (current max: \$5,250).

Employee Name:	Employee ID:
Institution Name:	Program Degree:
Course Title (1):	Course Number (1):
Course Title (2):	Course Number (2):
Course Start Date:	Course End Date:

I hereby submit my Application for Tuition/Education Reimbursement for the above course(s). I have read the Zebra Policy and understand that any amount reimbursed to me under the Policy is required to be paid back to Zebra if my employment ends (for any reason other than a reduction in force, disability, or death). If employment ends within one year of course completion, 100% of the amount reimbursed must be repaid to Zebra. If employment ends after one year but prior to two years of course completion, 50% of the amount reimbursed must be paid back to Zebra. I also understand that a signed Tuition Reimbursement Agreement is required as part of the program.

Employee Signature:	Date:
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SUPERVISOR USE ONLY (must be completed before submitting your application to the People Service Center):

- ☐ Course is necessary to improve skills for current position
- ☐ Course is desirable for future job assignment

Supervisor Printed Name:	Supervisor Title:
Supervisor's Signature:	Date:
Cost Center:	

People Service Center NA USE ONLY:

People Service Center Application Approver:	Date:
People Service Center Reimbursement Approver:	Date:
Course Grade(s):	Amount Reimbursed: