



Godfather's Pizza®

TUITION ASSISTANCE COURSE APPROVAL REQUEST FORM TO BE COMPLETED BY OR WITHIN 30 DAYS FOLLOWING REGISTRATION (No guarantee of approval)

Name _____ Job Title _____

Department/Location _____ Hire/Promotion Date to AMII or above _____

Education Institution _____

Course Name(s) _____

Number of credit hours to be taken _____ Tuition cost per credit hour _____

Beginning date of course _____ Ending date of course _____

Degree being pursued (if any) _____

I understand that I must pay the cost of tuition and fees in advance, and upon successful completion of the course(s), the company may reimburse me at the appropriate rate as outlined in the policy. I understand that I must furnish a grade report and receipts of expenses before reimbursement can be made. Tuition Assistance Request Forms will not be processed for payment without prior approval from VP of Human Resources:

Date

Employee Signature

Immediate Supervisor Signature

Human Resources Use only below:

Tuition Assistance Amount will be based on _____ per credit hour (Reimbursed at 75%)

Approval VP of Human Resources _____ Date: _____