



EXCEPTIONAL FORESTERS INC.

TUITION REIMBURSEMENT

WHAT WE OFFER

EFI provides up to \$5,250 per year in tuition reimbursement to help employees further their education at approved, accredited schools (college, university, trade, or vocational programs).

01.

WHO QUALIFIES

You may be eligible if you:

- Are a full-time employee for at least 12 months
- Choose courses related to your role and EFI's mission
- Receive approval from the Executive Director before starting
- Earn a grade of C (2.0) or higher (or pass if not graded)

02.

HOW TO APPLY

- Complete a Tuition Reimbursement Request Form
- Attach an itemized tuition bill (must include name, school, term, tuition, and fees)
- Submit for approval before your course begins

03.

IMPORTANT REQUIREMENTS

- Must remain employed with EFI for 12 months after course completion
- Leaving early may require repayment (full or partial)
- Withdrawals or incomplete grades = repayment required

04.

Tuition Reimbursement Approval Request

STEP 1

Date of Request _____

Employee Name _____

Date of Hire _____ Department _____

Name of School Attending _____

Name of Degree Program _____

Name of Course(s) _____

If course(s) are not part of a degree program, please explain how they are job- related:

Semester Fall Winter Summer Academic Year _____ To _____

Amount of Tuition * (Tuition only, no fees) \$ _____

******* Attach a copy of your itemized tuition bill or estimate to the request. This bill must have your name, the school's name, the academic term, tuition, and fees listed as line items. If your bill or estimate is missing any of this information, your request cannot be approved.**

To be completed by Executive Director/Finance Director:

<p>Employee Classification: Hourly <input type="checkbox"/> Salary <input type="checkbox"/></p> <p>Previous amounts of reimbursement in current year: _____</p> <p>Balance left eligible to be reimbursed this year: _____</p> <p>Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Approval Signature/Date _____</p> <p>Executive Director Approval Signature/Date _____</p>

Tuition Reimbursement Form/Request

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