

Tuition Claim Form Sample for Employee Education Reimbursement

Download our **tuition claim form sample** to simplify the employee education reimbursement process. This template ensures accurate documentation and faster approval of tuition expenses. Streamline your claims with this easy-to-use form designed for both employees and HR departments.

Employee Tuition Claim Form

Employee Information	
Full Name: <input type="text"/>	
Employee ID: <input type="text"/>	
Department: <input type="text"/>	
Email Address: <input type="text"/>	
Course Information	
Institution Name: <input type="text"/>	
Course Title: <input type="text"/>	
Course Dates: <input type="text" value="MM/YYYY - MM/YYYY"/>	
Tuition Expense Details	
Tuition Amount: <input type="text"/>	
Attach Receipt: <input type="file" value="Choose File"/> No file selected	
Employee Declaration	
<input type="checkbox"/> I certify that the information provided is accurate and that I am eligible for education reimbursement according to company policy.	
<input type="button" value="Submit Claim"/>	

For questions or more information, please contact the HR department.