

NOTE: Application is step 1 of 2. Once application has been approved and submitted, you must also complete your Tuition Reimbursement Form after you have confirmation you have passed your courses and have receipt of payment.



Tuition Reimbursement Application for 2021 Calendar Year

(Upon completion and approval of this form, submit it to askHR@Mortenson.com)

Team Member Name: _____ Team Member Number: _____

Position Title: _____ Hire Date: _____

Operating Group/Department Name or Number: _____

Program of Study

Plan of Study (Check One):

- Associate's Degree
- Technical Degree
- Approved Certificate from an Eligible Educational Institute
- Bachelor's Degree
- Master's Degree
- Advanced Degree

School: _____

Credits Required for Degree: _____ Credits Earned to Date: _____

Anticipated Completion Date: _____ Major Field of Study: _____

Course Name/Number	Class Dates (2021 Dates Only)	Costs (including tuition, books and fees)
1.		
2.		
3.		
4.		
Total Cost:		\$

Please use the space provided for your detailed statement explaining how this course/program maintains skills required make progress in your career with Mortenson.

Applicant Signature

_____ Date

Operating Group Leader / Business Services Director Signature

_____ Date