**Tuition Reimbursement Application**

***All required reimbursements documents must be submitted no later than the second Friday in December for timely payroll processing. Failure to submit by this deadline will cause the reimbursement to be applied to the following 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**(2023 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 |  |