

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

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 (Current Year 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

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