



## Tuition Assistance Reimbursement Form

<b>Section I: Enroll (To be completed by Team Member)</b>	
Team Member Name:	Site Name & Number:
Name of School:	Name of Program:
Quarter/Semester start date:	Quarter/Semester end date:
Team Member Signature:	Date:

These **MUST** be included to receive tuition reimbursement:  
Final Grades/Transcript  
Tuition Billing Statement - Showing total cost of tuition

Must have worked 20+ hours per week on average for the 14 weeks leading up to the start class

Must have worked 20+ hours per week during the duration of the course

If hours were not maintained, tuition will not be reimbursed

**Must be submitted within 90 days from the end of the course**

Team Member: Do not write below this line

<b>Section II: Supervisor</b>	
<b>Complete checklist &amp; send all documents prior to quarter/semester start date</b>	
Copy of final grades/transcript attached?	<b>Initial:</b>
Copy of tuition billing statement attached?	<b>Initial:</b>
Supervisor Signature:	<b>Date:</b>

<b>Section III: Human Resources</b>			
<b>Verify number of hours worked on average over the previous 14 weeks</b>			
Average hours during course		Tuition Assistance Approved	Y/N
Total Tuition Amount		Final Payout Amount	
HR Signature:	<b>Date:</b>		

Scan and email all forms to [HR@Brownbear.com](mailto:HR@Brownbear.com)

Forms must be turned in within 90 days of course completion

Reimbursement within 90 days of form submission

3977 Leary Way NW Seattle, WA 98107

p. (206)789-3700

e. [HR@Brownbear.com](mailto:HR@Brownbear.com)

Revised 3/2024