



## **Tuition Reimbursement Process**

### **Step 1 – Submit a completed Tuition Reimbursement Approval Request**

For single classes please submit 1 form per class. You must attach a copy of the course description, including the course number and title along with the Tuition Reimbursement Approval (Step 1).

If you are in a Master's or Doctorate program please submit 1 form per program. You must attach a list of all courses that are included in your program along with the Tuition Reimbursement Approval (Step 1). If the course listing changes while you are completing the program, please contact [hr@mgschools.net](mailto:hr@mgschools.net) with the updated course list for approval.

You will receive a confirmation email upon approval and this approval grants you permission to take the program listed and the courses provided.

All questions regarding the tuition reimbursement process and all approval requests should be sent to [hr@mgschools.net](mailto:hr@mgschools.net).

### **Step 2 – Submit a completed Tuition Reimbursement Form**

Please submit (1) Tuition Reimbursement Form (Step 2) per course taken even if multiple courses are taken consecutively. Please include your grade report and proof of payment with this form. This information should be submitted to [hr@mgschools.net](mailto:hr@mgschools.net).

If the documents provided are insufficient your request will be returned.

### **Step 3 – Getting reimbursed**

Upon successful completion of the course and all required paperwork submitted, reimbursement shall be made in one (1) payment through Accounts Payable, up to a maximum of \$5,250 per calendar year. Any reimbursement payments over \$5,250 per calendar year will be paid through Payroll.

### **Step 4 - Updating your degree with MGSD after conferral**

Once you have completed your Master's or Doctorate program, you will need to obtain an official transcript (needs to list conferral date) and send to [hr@mgschools.net](mailto:hr@mgschools.net).