

Tuition Reimbursement Assistance Program Pre-Approval Application Request Form

Employee Name: _____

Job Title: _____ Manager: _____

By checking the below box, I verify that I have:

Completed 6 months of continuous full time employment with Allianz Trade.

Name of College/University attending: _____

Undergraduate Graduate

Degree/Program obtaining: _____

Justification is required for application of Tuition Reimbursement. Please describe in detail the relationship between your educational plan and position or career path with Allianz Trade.

Employee Signature

Date

Pre-approval is valid as long as the employee is consistently submitting reimbursement or the approved degree or for at least two (2) years after the last approved submission.

Manager Approval:

As the manager, please confirm the following is true. By signing this form you are consenting that your direct report is approved to participate in the tuition reimbursement process.

My direct report applying for Tuition Reimbursement is:

Performing their job satisfactory

Has not received any disciplinary action (written warnings for performance, attendance, behavioral issues or been placed on a Short Term Action Agreement (STAA) within the last six (6) months). I understand if this employee does receive any disciplinary action, it is my obligation to alert Human Resources.

Manager Signature

Date