

VALASSIS	EDUCATION ASSISTANCE PROGRAM REIMBURSEMENT REQUEST FORM
Policy: CB03	Effective: 07/28/08
Policy Owner: Human Resources	Version: 1.0

Associate Name:	Associate Extension:
Department:	
School Name:	
Dates of Courses:	

Name(s) of Course(s):	Grade

*** Original Grade Report and Receipts must be attached

Tuition:	
Registration, Books & Fees:	
Total:	
Reimbursement Rate: <input type="checkbox"/> 80%	
Reimbursement Amount:	

- Valassis Associates must submit Reimbursement Request, Grades and Receipts to their local HRM.
- Valassis Shared Mail Associates and Valassis Sales & Marketing Associates should submit their Reimbursement Request, Grades and Receipt to Gillian Dudley in the Windsor office.
- Reimbursement will be made on the next available paycheck after approval is obtained.
- Annual reimbursement maximums are \$4,000 for undergraduate and \$5,250 for Masters and Ph.D. courses.

Associate Signature

Date

HRM/Talent Management Approval

Date