



VALASSIS		EDUCATION ASSISTANCE PROGRAM DEGREE RECORD AND PROGRAM APPLICATION FORM	
Policy: <b>CB03</b>	Effective: <b>05/01/11</b>		
Policy Owner: <b>Human Resources</b>	Version: <b>2.0</b>		

completion of the course will make me ineligible for payment. Additionally, voluntary resignation within 12 months of completion of last class or graduation date will require me to repay the full amount of educational assistance received year-to-date and dating back to the prior calendar year.

Associate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Leader Printed Name: \_\_\_\_\_

Human Resource Leader \_\_\_\_\_ Date: \_\_\_\_\_

This course record has been reviewed by the Associate's Leader, Human Resource Leader, and Talent Management. It has been determined these classes are considered "work related" and will be covered at 80% (tuition, registration & lab fees) up to a maximum of \$4,000 per calendar year for undergraduate courses and \$5,250 for Masters or Ph.D. courses. Failure to submit required documentation on time, will risk reimbursement for the designated payroll cycle.

This course record has been reviewed by Associate's Leader, Human Resource Manager and Talent Management. It has been determined these classes are not "work related" and will not be covered under the tuition reimbursement program.

Talent Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved	80% Reimbursement	Denied	Reason Program/Course was Denied:
	<input type="checkbox"/>	<input type="checkbox"/>	