

**REQUEST FOR STUDY EXPENSES REIMBURSEMENT**

TO : Human Resources Department  
FROM : \_\_\_\_\_  
JOB POSITION : \_\_\_\_\_

I have an interest in pursuing studies in :

The course and/or studies is designed to provide me with the ability to:

The course and/or studies will improve my professional execution and I will be able to use such skills in the following areas:

I estimate that the studies and/or course will begin on \_\_\_\_\_ and conclude on \_\_\_\_\_ and that the approximate cost will be \_\_\_\_\_ (include registration and/or expenses).

I wish to submit this request for your consideration. I understand that i should receive approval before beginning to study in order to receive a reimbursement. I, also, understand that my final grades will be a determining factor for such reimbursement ( 100% A -75% B-50%C). I COMMIT TO COMPLY WITH THE NORM OF SERVING THE INSTITUTION WITH MY SERVICES DURING A MINIMUM OF TWO YEARS.

\_\_\_\_\_  
Date

Employee's signature

\_\_\_\_\_  
Date

Director of Human Resources and/or  
Vice-President of Human Resources