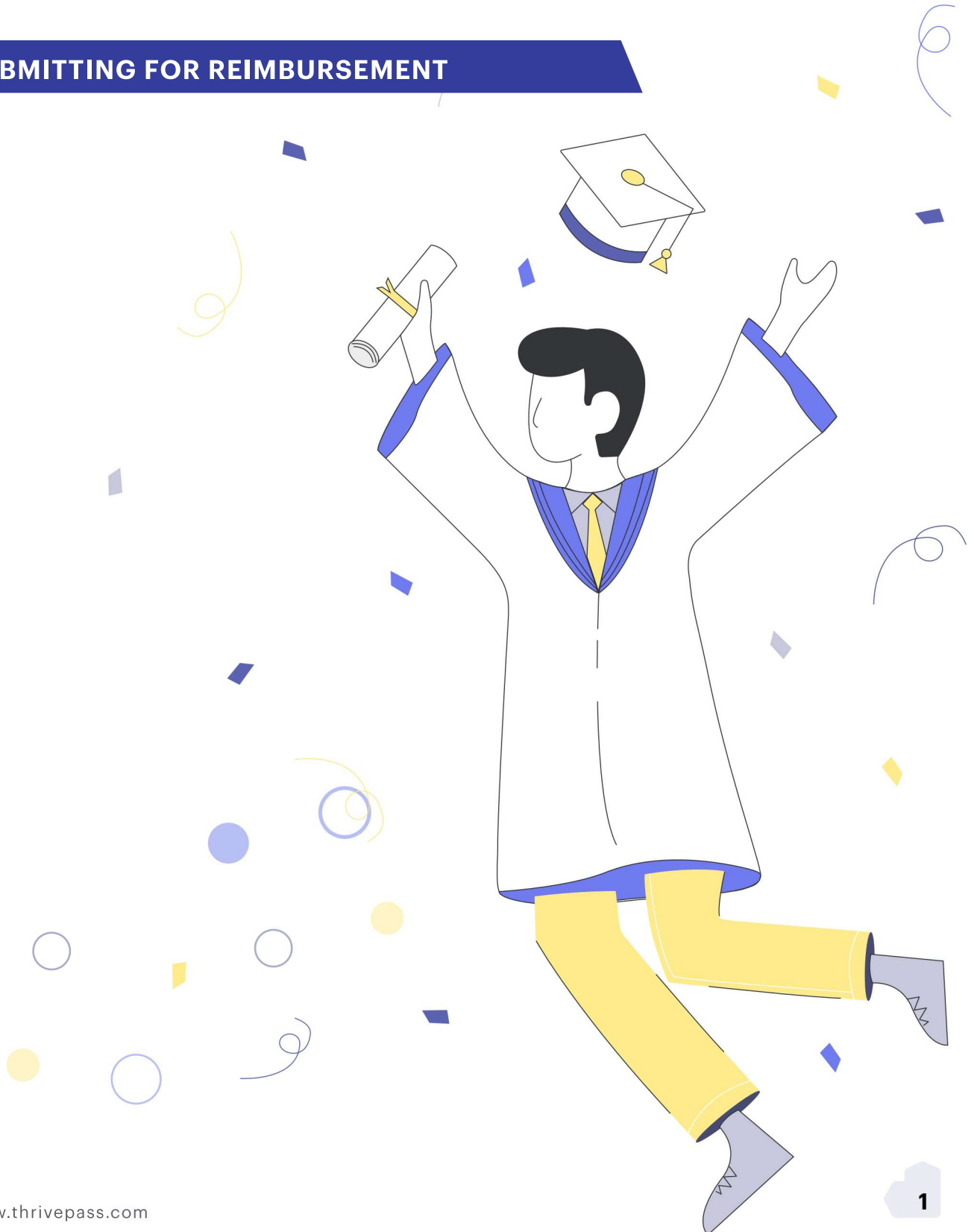


# TUITION REIMBURSEMENT

## SUBMITTING FOR REIMBURSEMENT



## What exactly is the Tuition Reimbursement benefit?

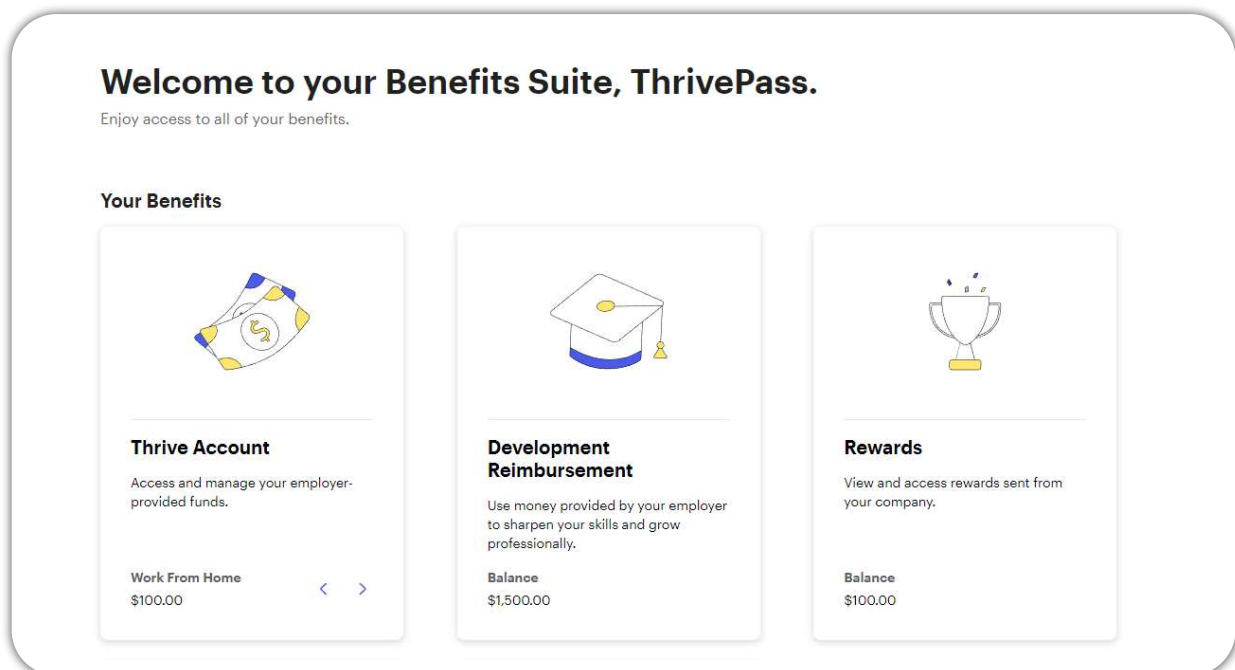
If your company is enrolled in the Tuition Reimbursement program, they will provide you with a subsidy solely for continued education. Examples of eligible reimbursements could include college coursework, online learning subscriptions, books, trainings, certifications, or industry-related memberships. Please check your program guidelines to confirm what is eligible under your program.

## How do I utilize the Tuition Reimbursement benefit?

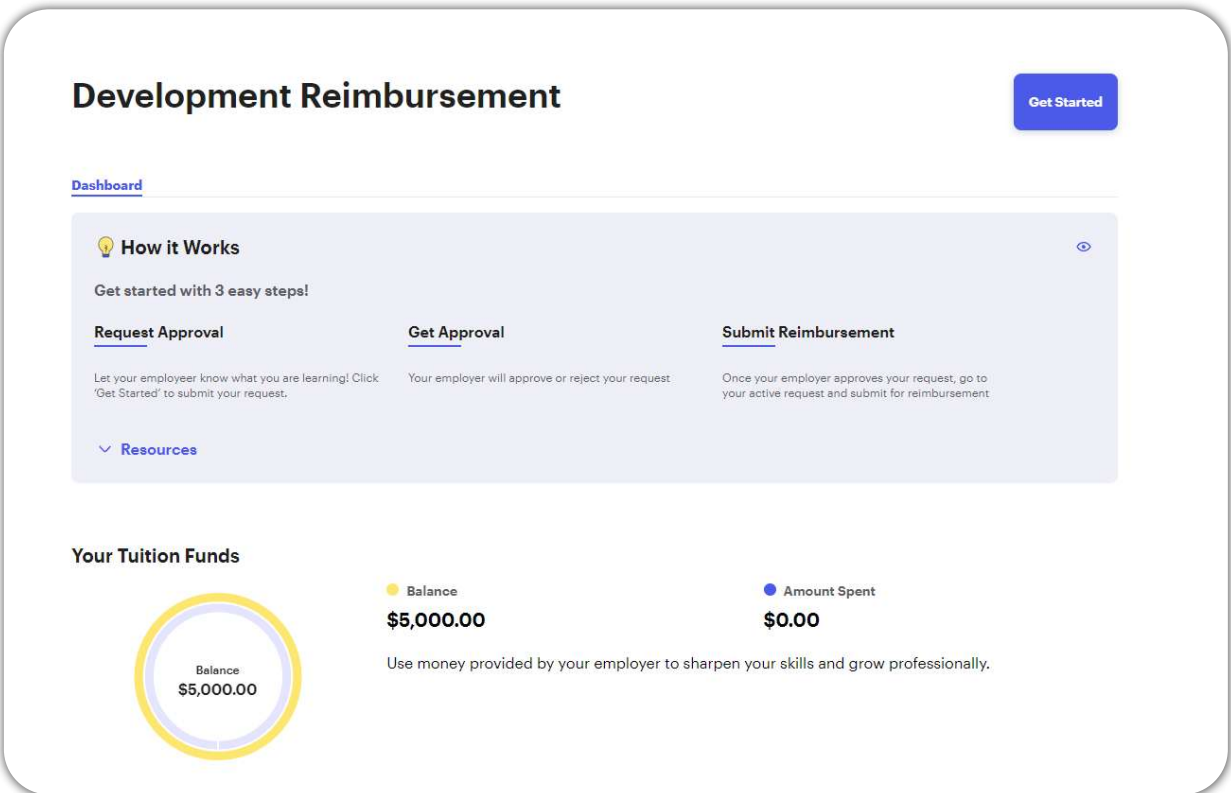
Typically, companies will require employees to submit an Enrollment Request prior to submitting for reimbursement. The enrollment request will be sent to your company so they can review if the request is eligible under your program's guidelines. Once the Enrollment Request is approved by your company, you will then be able to complete the final step of officially requesting reimbursement for your expenses.

### To submit an Enrollment Request:

1. Access your ThrivePass account by logging into <https://app.thrivepass.com/>.
2. Select the option for your tuition program.



3. Click the "Get Started" button in the top right corner.

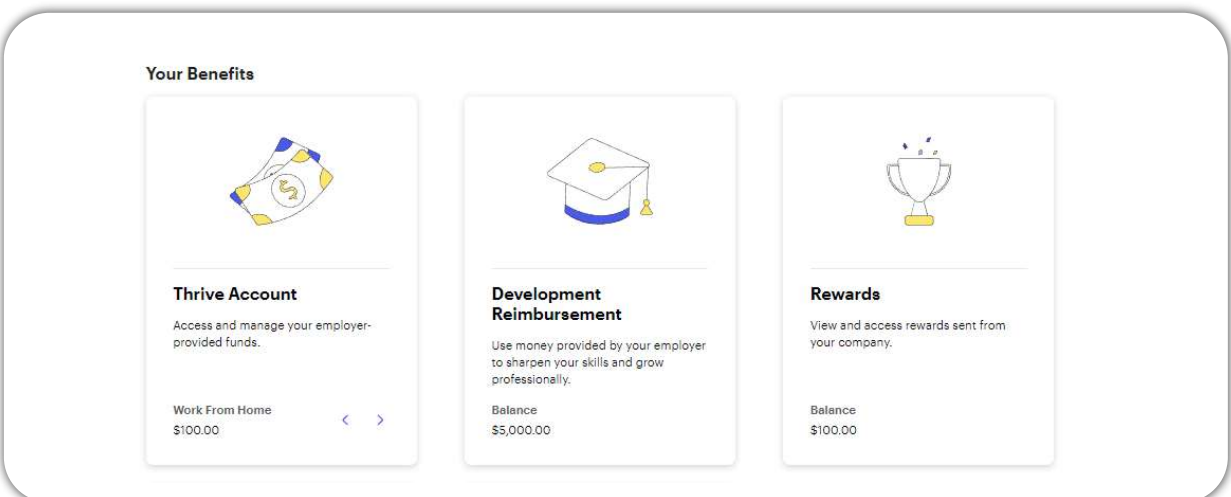


4. Fill out the prompts and click on "Get Started"

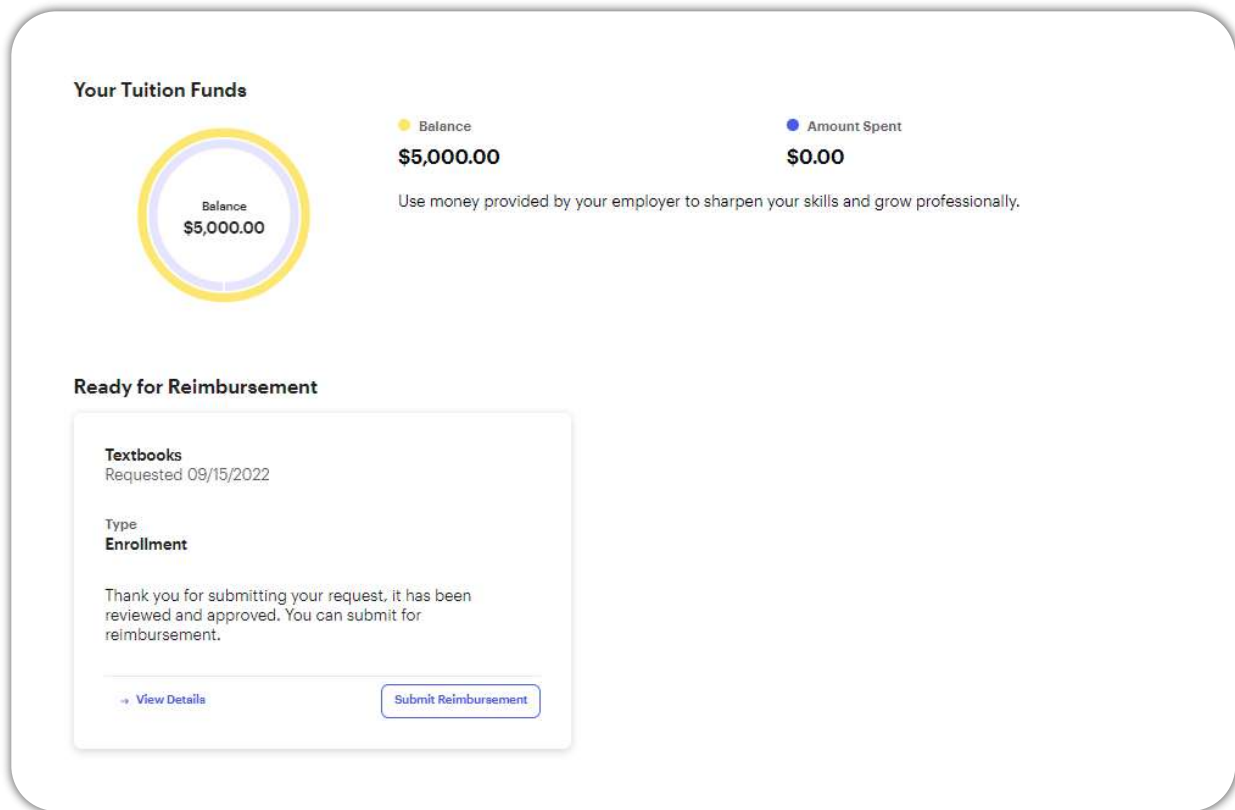
After you click "Get Started" complete the requested information. Once submitted your request will be sent to your company for review. Once approved by your company, you will then be able to submit a Reimbursement request to ThrivePass for final approval.

### To submit your Reimbursement Request:

1. Access your ThrivePass account by logging into <https://app.thrivepass.com/>.
2. Select the option for your tuition program.



3. Under the "Ready for Reimbursement" section, you will see your approved enrollment request. Click on "Submit Reimbursement".



4. Fill out the prompts, upload the required documentation, then click "Submit".

- **Tuition documents must have -**
  - Your name
  - Date of the program
  - Name of the program
  - Cost of the program
  - Any additional fees, separated out
- **Grades or Proof of completion must include (if required) -**
  - Name of the program
  - Grade, GPA or pass/fail status

Your request will be reviewed by the ThrivePass support team within 2 business days. If we require any additional documentation to approve your request, our support team will reach out to you.