

TUITION REIMBURSEMENT

Request Form

The Participant's FlexAccount will pay for in-service training and workshops, provided they relate directly to the Participant's job duties and have prior approval of the President/CEO of the Employer. The FlexAccount will pay the cost of the tuition fees for educational courses at local educational institutions under the same conditions as for workshops based on the following:

- Grade of A** (4.0 - 3.50) 100% reimbursement
- Grade of B** (3.49 - 2.50) 90% reimbursement
- Grade of C** (2.49 - 2.0) 80% reimbursement
- Below a C** (1.99 or less) no reimbursement

Some courses may not furnish grade point averages. Courses that are pass or fail may be reimbursed for 100% of the expense for courses completed with a passing grade. There will be no reimbursement allowable for the course if not passed. The AXIS MasterCard® Debit Card may not be used for tuition expenses. Eligible tuition expenses must be paid for by the Participant. Remember to retain all receipts. Upon completion of the course, final grades and a claim for reimbursement may be submitted to AXIS Health Partners for reimbursement. If account balance permits, the funds will be reimbursed according to the above schedule.

Employer Name _____ Date _____

Employee Name _____ SSN _____

Employee Address _____

Name of Institution Attended _____

Name of Degree Program _____

Course Name(s) _____

Course Date(s) _____

Amount of Tuition \$ _____

Participant Signature _____

Copies of final grades and documentation of cost of tuition paid must be provided before reimbursement can be made.

To be completed by Employer:

Employer Name _____

Eligible: Yes No

Amount Authorized (subject to available funds in employee account:) _____

Authorized Signature _____

Title _____