

# Tuition Reimbursement Application



The loanDepot Tuition Reimbursement Program encourages and supports employees in the pursuit of education and professional certifications.

- This program reimburses costs for tuition, fees and books for course work taken as part of a degree program or job-related professional certification.
- Participants must pass with a grade of “C” or better to qualify. Pass/Fail grades are acceptable with a grade of Pass.
- Employees with one or more years of continuous, active service are eligible.
- Your direct manager and the head of your department (VP, SVP or EVP) must approve your request for reimbursement by signing on the second page.
- Please submit the completed form to [liveWell@loanDepot.com](mailto:liveWell@loanDepot.com) prior to the start of your course.

Employee Name:

Date:

Employee ID#:

Phone#:

Email Address:

I request approval to take the courses/certification under the Professional Development and Tuition Assistance Program:	Professional Development	Degree related to program	
	Certification   Licensing Non-Degree related program	Associate Bachelors	Masters Doctorate

## REQUEST FOR PROFESSIONAL DEVELOPMENT / DEGREE PROGRAM

Name of Program:

Start Date:

Please specifically describe how this certificate/course contributes to maintaining or improving your current job skills, contributes to your professional development, and/or contributes to your department or loanDepot:

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You have requested approval for payment of expenses for attending and completing said professional development or education course(s). In accordance with our Tuition Reimbursement policy, you must sign the following Agreement.

**In consideration of payment of said professional development or educational expenses, I agree and understand that:**

1. Assistance shall not exceed the maximum assistance amount of \$3,250 per calendar year.
2. Additional expenses such as books and fees may be covered as outlined in the policy.
3. Evidence for completion of course work and cost of tuition and fees must be submitted. Such evidence includes transcripts, grade notification, certificate of completion, etc.
4. Reimbursement will be paid via the normal payroll process as soon as administratively feasible following the submission of all required documentation.
5. If I resign from loanDepot, I must reimburse loanDepot for all educational expenses which were paid within the six (6) months prior to the resignation. In the event the amount of the last payroll check is insufficient to cover my debt to loanDepot, I shall at the time of termination or resignation reimburse loanDepot for the excess amount due.
6. Receipt of any benefits under this policy does not entitle me to any future benefits. It is understood that I must submit a separate application for each course or semester and loanDepot reserves the right to approve or disallow each application.
7. This Tuition Reimbursement Agreement creates no contract of employment between me and loanDepot. I understand I may terminate my employment with this company at any time with or without cause, and loanDepot may terminate my employment at any time with or without cause.

Employee Name:

Employee Signature:

<b>EXPENSE REIMBURSEMENT REQUESTED</b>			
Tuition:	Fees:	Books:	Total:

<b>COMPANY APPROVAL</b>	
<b>DIRECT SUPERVISOR</b>	
Name:	Title:
Signature:	Date:
<b>DEPARTMENT VP, SVP OR EVP</b>	
Name:	Title:
Signature:	Date:

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**BENEFITS USE ONLY**

Employee has met eligibility requirements

Correct signatures have been provided