

Tuition Reimbursement Checklist

for Kroll Employees

Please review these instructions carefully. Failure to correctly complete all required actions could result in a delay of your tuition reimbursement payment.

Did You Remember To?

- Review the Educational Assistance policy found on www.yourbenefitscenter.com to confirm your eligibility for tuition reimbursement. You may also request a copy of the policy by emailing the Tuition Reimbursement mailbox at tution.reimbursement@corprisk.com.

Pre-Approval Procedures

Within 30 days prior to the start of the class:

- Verify the school is accredited by the Council for Higher Education Accreditation (CHEA) at www.chea.org/search
- Complete Educational Assistance Form and obtain manager's pre-class approval (manager may either sign your completed Educational Assistance Form or may email approval to tution.reimbursement@corprisk.com)
- Collect the following supporting documentation:
 - o Course descriptions (from the school's catalog or website)
 - o Tuition costs (from the school's catalog or website)
 - o Class schedule (must show dates of when class begins and ends)
- Send completed Educational Assistance Form and supporting documentation to the Tuition Reimbursement mailbox at tution.reimbursement@corprisk.com or via fax to 949-224-3761

How to Apply for Reimbursement

Upon completion of the course, and no later than 60 days thereafter:

- Obtain manager's post-class approval (manager may either initial your original Educational Assistance Form in the corresponding box or email approval to tution.reimbursement@corprisk.com)
- Collect final documentation:
 - o Documentation of final grade or evaluation – must have a letter grade of 'C' or better or a 'Pass' evaluation
 - o Official statement of tuition charges and payments (itemized receipts for tuition related expenses, including book receipts)
- Send original Educational Assistance Form request along with final documentation to the Tuition Reimbursement mailbox at tution.reimbursement@corprisk.com or via fax to 949-224-3761

Your reimbursement will be included in your paycheck within two pay periods of receiving all required documentation.

Do not return this page.