EDUCATIONAL *Reimbursement*

M MARATHON

Degree Program

1 **Submit a Degree Program Request application**

The request will be routed to your direct manager and then to the Human Resource Business Partner (HRBP) for review.

Step 1 must be completed first before proceeding to Step 2.

2 **Submit a Course Application Request**

Must be submitted within 30 days from the course start date.

Once your Degree Program Request has been approved, submit subsequent applications for courses to be taken each Term/Semester.

Step 2 must be completed first before proceeding to Step 3.

3 **Submit an application for reimbursement**

Must be submitted within 6 months from the course end date.

Once a course has been completed with a grade of "C-" or better (or "Pass" if taking a "Pass/Fail" course), an employee may request reimbursement for eligible expenses related to the course.

Non-Degree Course

Must speak with manager or supervisor for approval before completing steps 1 and 2

1 **Submit a Non-Degree Course application**

Must be submitted within 30 days from the course start date.

The request will be routed to your direct manager and then to the Human Resource Business Partner (HRBP) for review.

Step 1 must be completed first before proceeding to Step 2.

2 **Submit an application for reimbursement**

Must be submitted within 6 months from the course end date.

Once a course has been completed with a grade of "C-" or better (or "Pass" if taking a "Pass/Fail" course), an employee may request reimbursement for eligible expenses related to the course.

Professional Certification *or* Professional License

Must speak with manager or supervisor for approval before completing steps 1 and 2

1 **Submit a Certification and License (C&L) Program Request**

Must be submitted within 30 days from the course start date.

The request will be routed to your direct manager and then to the Human Resource Business Partner (HRBP) for review.

Step 1 must be completed first before proceeding to Step 2.

2 **Submit an application for reimbursement**

Must be submitted within 6 months from the course end date.

Reimbursement for eligible expenses may be made after sitting for the examination. Reimbursement is not contingent upon an employee passing the examination.