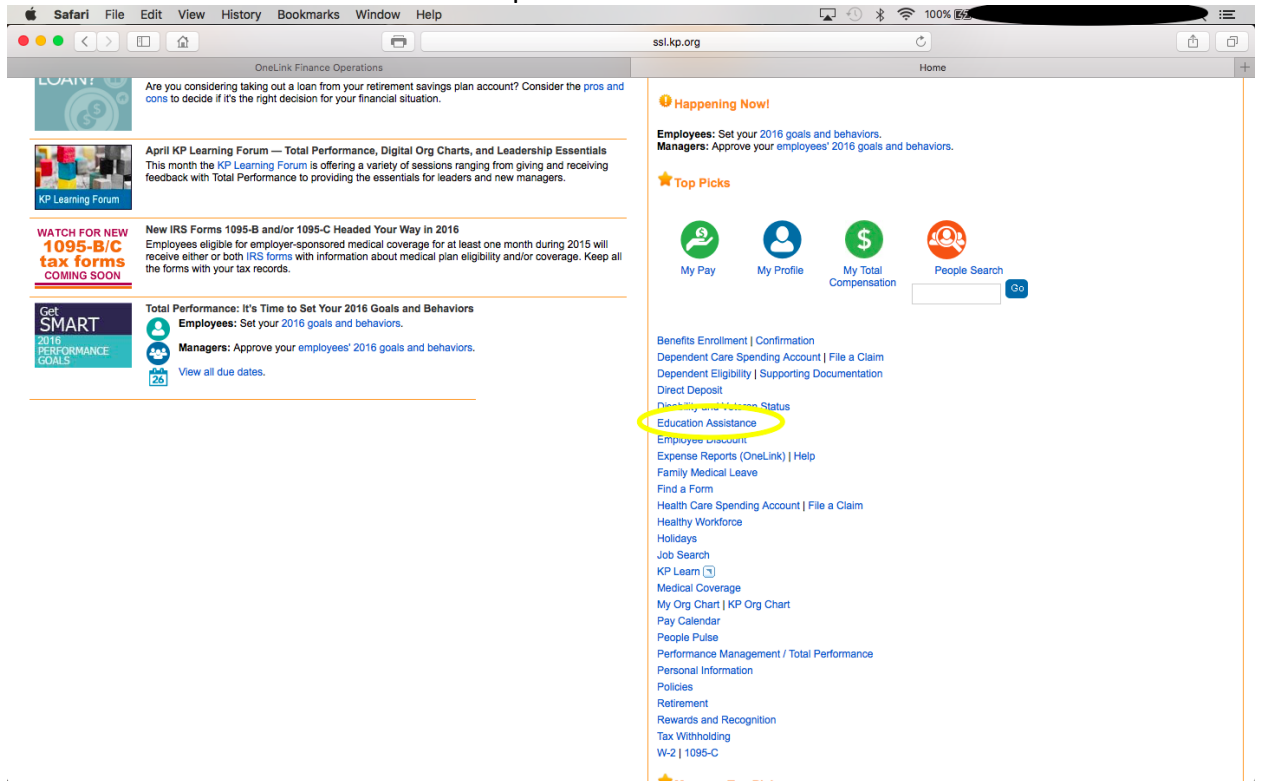


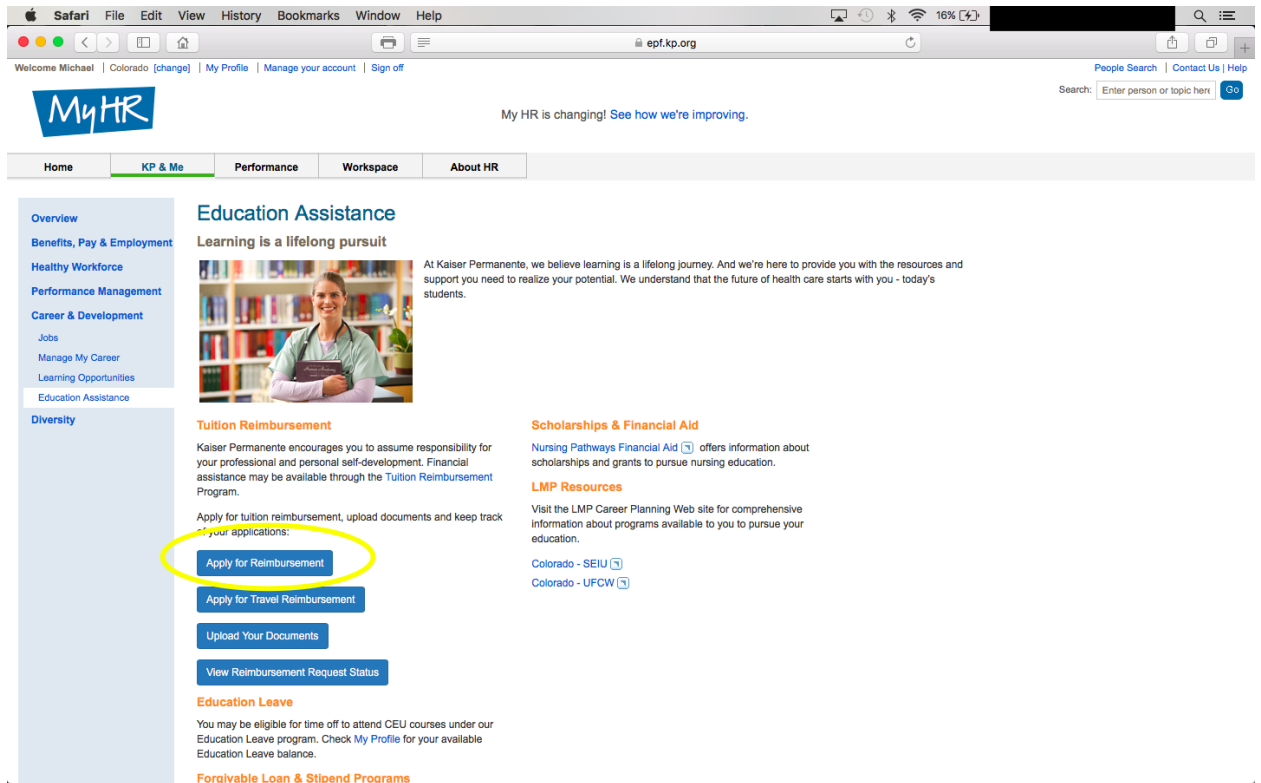
Tuition Reimbursement Process

- 1) Log into MyHR.
- 2) Click on Education Assistance under Top Picks



*** See next page below

3) Click on Apply for Reimbursement



4) Select Tuition Reimbursement

5) Answer the 2 questions and proceed to new application.

*** See next page below

- 6) If you select to use \$500 of your tuition funds for travel, add this to the application and notify your manager in the comment section at the bottom of the application.

Create New Application
Application Type: Tuition Reimbursement

Application Sections
Applicant Information | Employment Information | School Information | Class Information | Comments | Participant Conditions

Expand All Collapse All * Required Field Cancel Submit

Back to top

Class Information

Class #1

* Course Name

* Reimbursement Type: CEU * Delivery Type: Conference / Event Related * Course Program Type: CME

* Course Start Date * Course End Date Course Credits/Units/Hours

Entrance & Registration Fees	
Travel	500
Other Fees	
Total Estimated Course Fees	1175

Tuition Fee: 675

Books Fees

Lab Fees

School Name

School Address 1

School Address 2

City State Zip Code

Delete All Additional Classes
Add Additional Class

Cancel Submit

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KAISER PERMANENTE

- 7) Submit application for manager approval.