

Holiday Inn Club Vacations INCORPORATED

HOLIDAY INN CLUB VACATIONS TUITION ASSISTANCE APPLICATION

All information requested below is necessary for Holiday Inn Club Vacations to process your request for Tuition Assistance. Please make sure all information is complete and accurate for this application.

Complete One Application Per Course
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Name: _____

Employee ID: _____

Job Title: _____

Department: _____

Hire Date: _____

I hereby submit the course described below for approval under Holiday Inn Club Vacation's Tuition Assistance Policy

Step 1 – To be completed prior to course Start

School Name: _____ Degree/Major (If applicable) _____

Course Title: _____

Course Start Date (mm/dd/yy): _____ Course End Date (mm/dd/yy): _____

Employee Signature: _____ Date: _____

Step 2 – To be completed after course completion

_____ I have attached the course description.

_____ I have attached the Invoice(s) for Tuition

_____ I have attached the Tuition Payment Receipt(s) showing amounts paid out of pocket.

_____ I have attached the final grades of the course(s) and understand I will get reimbursed the percentage corresponding to the grade.

This Application should be submitted within 60 days of course completion to be eligible for the reimbursement. Once signed by the departmental Leader for approval forms must be scanned or faxed to HR Link at HRLink@holidayinnclub.com.

Employee Signature: _____ Date: _____

Department Leader: _____	Date: _____
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Human Resources: _____	Date: _____
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Amount Approved: _____	GL Number: _____
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