

Tuition Assistance Checklist

To request benefits under the MPC Educational Reimbursement Plan

To request reimbursement of eligible expenses related to a course you have successfully completed, you must complete the following two (2) tasks.

You must do both steps or you will not receive reimbursement.

STEP 1 - ENTER COURSE INFORMATION ONLINE IN SAP*

Add the course to your existing Degree in SAP* *(Be sure to select the degree the course falls under)*

* If this course is outside a degree program, go into that course and Edit it, providing information below.

Provide all required information, including grade and total amount being requested.

* The Total Amount should include all eligible fees added together. (i.e., tuition+books+supplies)

Send documentation to support the total expenses being requested to your HR Consultant.

* See below for a list of required documentation.

Note - if this course is part of a Degree Program, you should have already added a Degree in your online record by the time you request reimbursement for a course and you will add the course under the appropriate degree.

STEP 2 - SUBMIT REQUIRED DOCUMENTATION (this must be submitted before your request will be considered)

The following documentation regarding the expenses for the course must be submitted to your HRC:

Official Grade Report *(must be a grade of "C" or better or "Pass" if a Pass/Fail course)*

Itemized Statement of Tuition and Fees *(less payments made)*

Receipts for textbooks, supplies, or other eligible expenses

Statement of Financial Aid *(if applicable)*

Note - reimbursement should not be requested until the course has been completed.

*** See the Educational Reimbursement Tip Sheet posted on www.myMPCbenefits.com for instructions.**