

IRWA Chapter 74 – 2022 Tuition Reimbursement Procedure

Tuition Reimbursement Enrollment

1. Complete the **Tuition Reimbursement enrollment form** using the link below:

https://docs.google.com/forms/d/e/1FAIpQLSf_QtIAY28xa7vaM8iY4VG8MJ1J7VZaj0TrslvjrEW9SOVC-A/viewform?usp=sf_link

IMPORTANT: The address provided on the enrollment form is where the Chapter sends the reimbursement check.

2. If you selected **YES** for Company Reimbursement, an additional form, **Company Reimbursement**, is required.

3. Upload Class Receipt

IMPORTANT: Ensure the uploaded file follows the file naming convention “MEMBER NAME_RECEIPT_COURSE NUMBER”

Complete Tuition Reimbursement

1. Complete **Course Completion form** using the link below:

https://docs.google.com/forms/d/e/1FAIpQLSfQp-5LpBkLGzti0C3ua1zm_yrJAWxwy4j5Yyue5mekKLji2Q/viewform?usp=sf_link

2. Upload Course Certification

IMPORTANT: Uploaded file should follow naming convention “MEMBER NAME_CERTIFICATION_COURSE NUMBER”

Reimbursement Payment

The Chapter sends the reimbursement check to the address provided during enrollment.

Emails regarding the payment process are from richardwscholtz@gmail.com. Remember to check spam folders if emails are not received.