

TUITION REIMBURSEMENT PRE APPROVAL FORM



EMPLOYEE NAME	PERSONEL NUMBER										DATE SUBMITTED				
POSTION TITLE	E-MAIL ADDRESS										DATE OF HIRE				

INSTRUCTIONS: Coke Florida requires approval prior to beginning a program for Tuition Reimbursement. This form and a copy of the course description must be submitted to the Benefits Department. You may e-mail it to hrservices@cocacolafloida.com. The form will be processed and notification will be sent within 7-10 business days. Please indicate your preferred method of notification for the pre-approval status. After successful completion of each course(s), submit a copy of the Tuition Reimbursement Request within 30 days of receiving the final course grade(s).

Note: If there are any changes to your approved program, you will be required to submit a new Tuition Reimbursement Pre-Approval Form.

PREFERRED METHOD OF NOTIFICATION

<input type="checkbox"/> PLEASE SEND VIA E-MAIL	<input type="checkbox"/> SEND VIA POSTAL MAIL
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EDUCATIONAL INSTITUTION	EDUCATIONAL INSTITUTION WEB SITE ADDRESS	COURSE START DATE	COURSE END DATE
NAME OF CERTIFICATE PROGRAM/OTHER	NAME OF DEGREE OR DIPLOMA (IF APPLICABLE)	UNDERGRADUATE	GRADUATE

- THE CURRICULUM APPLIES TOWARD A DEGREE.
- THE CURRICULUM DOES NOT APPLY TO A DEGREE.

MY OBJECTIVE IS: A. TO EARN A _____ DEGREE IN _____

B.TO (OTHER) _____

C.FUTURE CAREER GOAL: _____

I UNDERSTAND THAT IN THE EVENT THAT I VOLUNTARILY TERMINATE MY EMPLOYMENT WITH THE COMPANY, I AGREE TO REPAY ANY REIMBURSEMENTS RECEIVED UNDER THIS PROGRAM WITHIN THE LAST TWELVE MONTHS OF MY EMPLOYMENT WITH THE COMPANY. ELIGIBILITY FOR REIMBURSEMENT SHALL BE GOVERNED BY THE TERMS OF THE COCA-COLA REFRESHMENTS EDUCATIONAL ASSISTANCE PROGRAM.

EMPLOYEE SIGNATURE/DATE