TUITION REIMBURSEMENT PROGRAM INSTRUCTIONS

Degree Approval

1) Read and understand the "Associate Program Guidance."
   Complete a "Degree Application and Approval Form". This form requires associate information, degree being sought information, and Code Director, General Manager, Navy Lodge Manager, or Distribution Center Manager Code Director, and signature.
2) Submit completed form with copies of official degree plan and classes you intend to take from your school and send to Code HT at TuitionReimbursement@nexweb.org for approval. Code HT will return the approved form to the associate for their files. Please allow at least 2 weeks for processing.
3) If school attending or degree declaration changes, associate must submit a new application form.

Course Preapproval

NOTE: Please sign all forms with a digital signature (CAC card inserted) whenever possible.

1) Preapproval is needed for each course taken/
2) Register for classes and complete pages 1 & 2 of the "Individual Course Preapproval and Reimbursement Form" (page 3 is completed for reimbursement).
   a. Submit completed forms to Code HT at TuitionReimbursement@nexweb.org for approval, at least 2 weeks prior to the start of each class.
      When approved, Code HT will return the approved form to the associate. Please save approved form to your computer to use when applying for reimbursement

Course Reimbursement

NOTE: Please sign all forms with a digital signature (CAC card inserted) whenever possible.

1) Upon completing classes, complete page 3 of the "Individual Course Preapproval and Reimbursement Form" and submit to Code HT at TuitionReimbursement@nexweb.org with the following attachments no more than 2 weeks after courses have ended:
   a. Final grade documentation;
   b. Tuition payment receipt, breaking out tuition, fees, books, grants, loans, etc.; and
   c. All financial aid documentation (if applicable)

Direct Deposit

A TRP Direct Deposit form must be completed and submitted for reimbursement in TRP. All forms can be printed from the HT website on the HUB or by contacting HT at TuitionReimbursement@nexweb.org. Associate shall maintain copies of all signed documentation.