

# Publix Tuition Reimbursement Program

## Undergraduate Reimbursement Request Form

### Instructions

After each class ends the Tuition Reimbursement department must receive a completed copy of this form, a copy of your grade report, and an itemized receipt (showing a breakdown of your tuition cost for each class and the method/s of payment) **within 45 days** for it to be considered for reimbursement. On-line print outs are acceptable. You may send these documents through interoffice mail, by fax to (863) 284-3325, or through the U.S. mail to the following address:

Publix Super Markets, Inc.  
 Human Resources/Tuition Reimbursement Program  
 P.O. Box 407  
 Lakeland, FL 33802-0407

If you have any questions about the Tuition Reimbursement Program we can be reached at (863) 688-7407 ext. 54250 or at TuitionReimbursement@Publix.com. When contacting our department you will need to provide your Publix personnel number, which is located on your paycheck.

### Associate Information

Name: \_\_\_\_\_ Publix Personnel Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email Address: \_\_\_\_\_@\_\_\_\_\_

Store Number or Support Department Name: \_\_\_\_\_ Division: \_\_\_\_\_

Are you interested in pursuing a career with Publix after graduation?  Yes  No

If yes, in what capacity or department? \_\_\_\_\_

Are you willing to relocate after graduation for a career with Publix?  Yes  No  Depends

What is your long term career goal? \_\_\_\_\_

### School & Course Information

School Attended: \_\_\_\_\_ Expected Graduation Month and Year: \_\_\_\_\_

Declared Major: \_\_\_\_\_ Is this your last course before graduating?  Yes  No

Current Classification:  Freshman  Sophomore  Junior  Senior

Class(es) taken during:  Spring  Summer  Fall  Winter

Course #	Course Title	Start Date	End Date	Credit Hrs	Grade

### Payment Information - from your attached receipt(s)

### Reimbursement Criteria

<b>Total Tuition Cost</b>	<b>\$</b>
<b>Methods of Payment</b>	<b>Amount of Payment</b>
Grants and/or Scholarships*	\$
Loans and/or Prepaid Tuition	\$
Cash, Check, Money Order and/or Credit Card	\$

\* Tuition expenses that were paid for with grants or scholarships are not reimbursable.

- To be eligible to receive reimbursement, you must
- be a current and approved Tuition Reimbursement participant on the date funds are scheduled to be disbursed
  - pursue a qualifying major at a regionally accredited school
  - be an active associate with at least six months of consecutive service since your last hire date
  - maintain a minimum average of 10 work hours per week based on a 52 week average or entire employment if employed less than 1 year
  - maintain a minimum Total Performance Rating of Meets Expectations/Successful and
  - receive a grade of "C" or better in the class

### For Office Use Only

Last Hire Date: ____/____/____	Avg Number of Hours: _____	Did the associate's major change? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reimbursement is:		Did the associate change schools? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Approved in the amount of \$ _____		Met annual limit? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Denied because _____		Met lifetime limit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Initial _____ Date ____/____/____		