



Executive MBA Sponsorship Program Approval Request

Employee Name: _____

Employee ID#: _____ Department: _____

Hire Date: _____ Manager Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

College/University Name: _____

Program Name: _____

Program Start Date: _____ Program End Date: _____

Estimated Program Total Cost: \$_____ ***Include Program Estimate from College/University**

Reminder: Employees may be reimbursed up to 50% of eligible fees and expenses towards an approved MBA Program.

Educational expense reimbursements that exceed \$5,250 per year must be included as income on an employee's W-2 and is subject to tax withholdings.

Employee Signature: _____ Date: _____

APPROVAL:

CCO Signature: _____ Date: _____

Submit approved, signed Tuition Assistance Program Approval Request Forms to HRTuition@discounttire.com for HR approval.

Office Use Only: Eligibility Verified? Y ___ N ___ Request Approved? Y ___ N ___

HR Approval Signature: _____ Date: _____