

Education Reimbursement Process

Tri-Ad

Prior to signing up for a course or program

Review & Discuss

1. Review the [Education Reimbursement policy](#).
2. Once you've determined the course work you'd like to pursue, and have confirmed it is covered under the policy, have a conversation with your manager to ensure alignment with the business.

Submit for Approval

3. Once you have verbal approval from your manager:
 - a. Log on to your [Tri-Ad](#)* account > Click on **Manage Tuition Applications**
 - b. Complete the required fields
 - c. Submit your **Tuition Reimbursement Application**
4. If you have entered a non-accredited institution for an authorized certification course, please allow two business days for Tri-Ad to verify the program you are taking and school you will attend.

After You Submit

5. Once you have submitted your application and your school has been validated, your manager will receive an email notification requesting they review and approve your application. Your manager's approval or denial will be emailed to you.
6. If your application is approved, you may register and complete the course. If your application is denied, Tri-Ad will reach out to you for more information or your manager will let you know about their decision to deny.

*If this is your first time logging in to Tri-Ad, you will be prompted to register for an account.

Once you have paid for and successfully completed the course

1. Log on to your [Tri-Ad](#) account > Click on the **Manage Tuition Applications** tile > click on the **Add Claim** (green dot) icon.
2. Upload and attach scanned receipts along with a copy of your final grade or completion report.
3. Approved claims will be reimbursed through Payroll within two pay periods of your successful claim submission. Tri-Ad will notify you if there are any issues with your claim.

For questions about the Tri-Ad tool, claim submissions or reimbursement process you may contact Tri-Ad via e-mail tuition@Tri-Ad.com or by phone toll free at **855-482-3623**.