



## ASKING FOR TUITION REIMBURSEMENT?

Get closer in four steps.

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### 1. DO YOUR RESEARCH

**When asking your company for money for things such as educational reimbursement or training, it's best to have research to back up your claims and to justify your request.**

First, find out if your company has an existing tuition reimbursement policy. If they do, study it, and ask your HR department for help with how to go about applying for support.

If they don't, you'll need to be able to show your manager precisely why the graduate program you've selected is the best possible option, and how those courses will improve your work performance for the organization.

### 2. BEGIN TO BUILD YOUR CASE

**Think of three to five reasons why this is the right program for your career and fully develop those key points until you've got a solid short presentation.**

Be sure to cover the cost and length of the program, but stress that these are outweighed by the actual benefits to your organization. Emphasize how your course learnings will enhance the ability to do your job in your current role, and explain how your newly acquired skills will make you more valuable to the organization in the long term.

Remember, if your company is going to fund your education, they want to make sure you're not going to take these skills and a new academic title to a different company or organization. Stress that you have a plan for how this will forge long-term loyalty and optimal outcomes for the business.



### 3. MEET WITH YOUR MANAGER

**Schedule a private meeting with your manager, and make sure you give yourself ample time to prepare.**

Anticipate tricky questions they may ask and be ready with solid answers. Demonstrate that you're invested in advancing your career with higher education and refer to your research and talking points. You can even offer to keep your manager updated on what you learn in class and share new skills and knowledge with the rest of the team.

Offering to share recent research and articles you have studied in class or giving brief presentations to ensure the entire team benefits from your learnings may go a long way to show that you're invested in bettering the company with this degree.

### 4. BE RESPECTFUL

**No matter what the outcome is, be respectful of the decision.**

Even if your request is denied initially, you never know if budgetary restrictions or company policies may change in the future. If you react poorly to your request being denied, your manager will almost certainly recall that you were not gracious about the rejection.

If you do get "no" for an answer, be sure to thank your manager for their time and ask them to keep you updated if anything changes in the near future. It may also help to let them know that you're going to try and find other ways to fund your education, but that you're still willing to share learning outcomes with the rest of your team. This demonstrates your deep commitment to furthering your education and benefiting the company. Seeing this come to fruition may make them more likely to find a way to help reimburse your tuition sooner rather than later.

[SCHEDULE A CALL](#)

[APPLY NOW](#)

**You still have other financial aid options in the event that your manager declines your request for tuition reimbursement.**

**Avenues you can explore:**

- Scholarships
- Federal student aid
- Graduate loans
- Loan repayment and forgiveness

[Discover Financial Aid >>](#)

**Loan Forgiveness**



For more information about loan forgiveness for social workers, read our blog and see if you can benefit from this program.

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