



# CITY CRUISES CANADA POLICY AND PROCEDURE



## EDUCATION REIMBURSEMENT REQUEST

### CREW INFORMATION

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
 Position: \_\_\_\_\_ Department: \_\_\_\_\_

### COURSE INFORMATION

Course Name(s)	Institution(s)	Start Date(s)	End Date(s)	Cost

Is this course part of a program?  Yes  No If yes, please indicate: \_\_\_\_\_

How does this course relate to your job at City Cruises Canada?

### CREW SIGNATURE

I have read the Educational Reimbursement Policy and understand I must complete the course prior to receiving a reimbursement. Furthermore, I agree to repay City Cruises Canada the reimbursed amount on a prorated basis should I voluntarily resign from the company.

Crew Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### COURSE APPROVAL

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** All approvals must be obtained prior to enrollment. Signatures are not a guarantee of reimbursement. Once approved, please keep original and forward a copy to Human Resources.

### REIMBURSEMENT APPROVAL

Has proof of course completion, fee statement and expense form been received?  Yes  No

Amount approved for reimbursement:

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_