# About the Document

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| **name** | **TD-ALL-4230-M. Course Completion and Reimbursement Form** |
| **owner** | HR |
| **what it is** | A form for submitting marks for accredited courses and receiving approval for reimbursement |
| **who uses it** | All staff who have received pre-approval to take and be reimbursed by the Company for an accredited course |
| **used with** | ◆ *PC-HR-1840-M. Training Reimbursement Agreement* <br> ◆ *TD-ALL-4220-M. Training or Conference Pre-Approval Form* |

# Why This Process is Important

The Company only reimburses accredited courses if you achieve a final grade of minimum CUSTOMIZER: Insert passing grade/minimum standards for successful passing mark%.  Once your course is completed, use this form to report your mark and request reimbursement.

# Working with the Document

- Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.

- To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.

- Table cells will expand to accommodate any length of text.

# Instructions

**Employee:**

1. Complete the **Course Completion** section electronically.

2. Attach the following:

This template is included in the ConnectsUs HR™ Toolkits.



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