

# How to Ask For Tuition Reimbursement

In four mostly anxiety-free steps.

## 1. Ask the Right Questions and Do Your Research

The first step of this process is to find out if your company already has a tuition reimbursement policy. If they do, examine the policy and its rules and requirements thoroughly. Reach out to your HR department to help you with applying, or to answer any questions you may have. If a tuition reimbursement program doesn't exist at your company, you'll need to be able to demonstrate to your boss, with credible facts, precisely why the master's program you've selected is the most suitable option for your career, and how the courses you'll take will enhance your performance for the company.



### Pro tip

Do the research to support your claims and to validate your request.

## 2. Start to Augment Your Argument

Brainstorm three to five reasons why this is the best master's program for your career and fully expand on those reasons until you have a short and almost indisputable presentation. **You should include the cost and length of the program, but ensure that those are outweighed by the advantages provided to your company.** Demonstrate how the course learnings will actively improve your work performance and how the program will advance your current role.



### Pro tip

Be sure to emphasize that you have a plan for how financing your master's will provide long-term benefits to your organization by empowering you to produce a real and sustainable impact.

### **3. Request a Meeting with Your Manager**

**Schedule a face-to-face meeting with your boss, and be sure you set it in a few days in advance so you'll have time to prepare solid answers for challenging questions they may ask.** Prove that you're genuinely invested in furthering your career with a master's and refer to your research and talking points to demonstrate your commitment. Offer to keep your manager updated on what you're learning in class, as well as sharing new skills and topical knowledge with the rest of your coworkers.

### **4. Be Polite in Victory or Defeat**

If you react poorly to being told "no", the powers that be will almost certainly remember that you were not gracious about their initial rejection. **If your request for tuition reimbursement does get turned down, be sure to thank your boss for taking the time to hear you out and consider this matter,** and then ask them to please keep you updated if anything changes in the future. You may bolster your cause by informing them that you still intend to find alternative ways to finance your graduate education, but that you're also still prepared to share your learnings with the rest of your team.



#### **Pro tip**

Show your boss that you're invested in improving yourself and the company with your master's.



#### **Pro tip**

No matter which decision you receive, be respectful. Even if you're told "no" right now, budgetary restrictions or company policy may change in the future.

**You can still explore alternative financial aid options in the event that your boss must refuse your request for tuition reimbursement. Avenues you can explore:**

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

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For more information about tuition reimbursement, financial aid and [application fee waivers](#) for Albers School of Business and Economics online MBA and MSBA candidates, visit our [financial aid page](#).

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