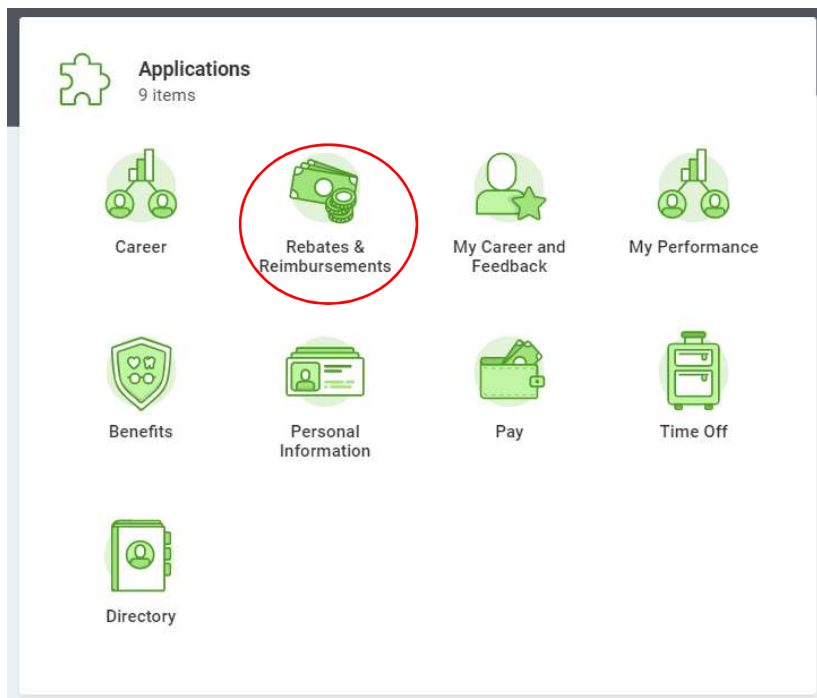


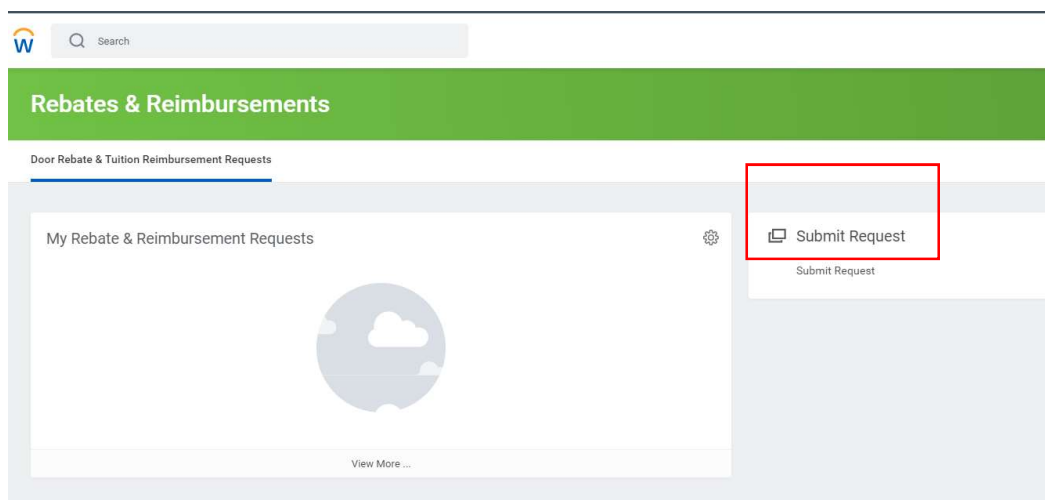
# Tuition Reimbursement Process Guide

This is a step-by-step employee guide on how to submit a Tuition Reimbursement request in **Employee Central**. The request should be submitted prior to the semester beginning for approval by your manager and the Benefits Department. Once the semester is completed, your final grade(s) must be submitted for approval/reimbursement.

1. On the homepage, initiate the task by clicking on the **Rebates & Reimbursements** worklet.



2. Click **Submit Request**.



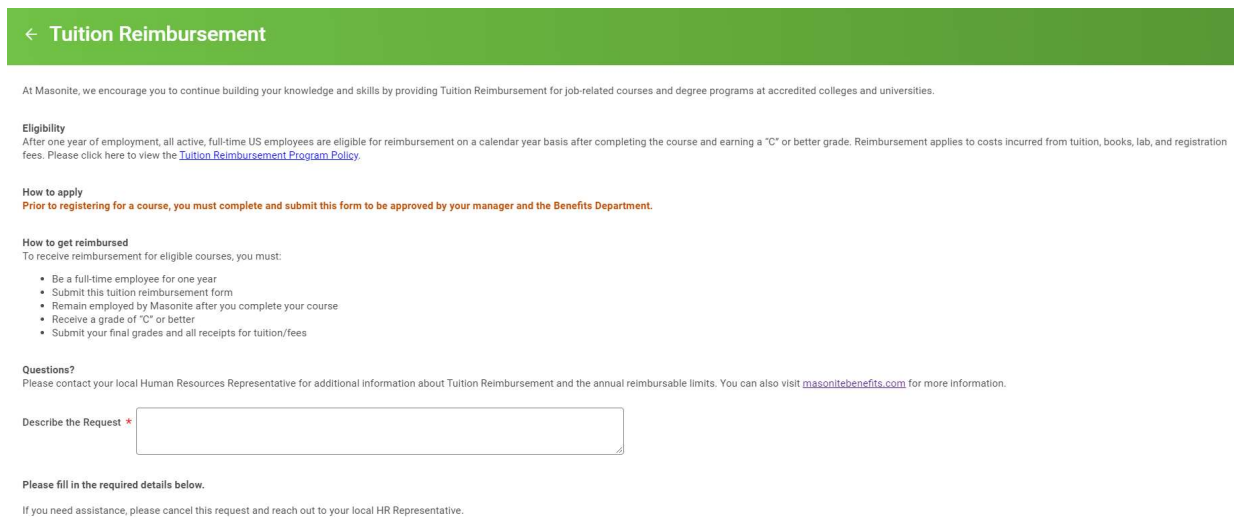
3. In the Request Type field, select **Tuition Reimbursement**.



4. The application form will display. Fill out all fields that indicate **(Required)**. In the **Describe the Request** field, include a detailed comment such as, “Tuition Reimbursement for Fall 2020”, etc.

After entering the required information and attaching the required documentation, click **Submit**.

You can also click **Save for Later** if you would like to complete the request later. The request will be in your Mployee Central inbox.



← Tuition Reimbursement

At Masonite, we encourage you to continue building your knowledge and skills by providing Tuition Reimbursement for job-related courses and degree programs at accredited colleges and universities.

**Eligibility**  
After one year of employment, all active, full-time US employees are eligible for reimbursement on a calendar year basis after completing the course and earning a “C” or better grade. Reimbursement applies to costs incurred from tuition, books, lab, and registration fees. Please click here to view the [Tuition Reimbursement Program Policy](#).

**How to apply**  
Prior to registering for a course, you must complete and submit this form to be approved by your manager and the Benefits Department.

**How to get reimbursed**  
To receive reimbursement for eligible courses, you must:

- Be a full-time employee for one year
- Submit this tuition reimbursement form
- Remain employed by Masonite after you complete your course
- Receive a grade of “C” or better
- Submit your final grades and all receipts for tuition/fees

**Questions?**  
Please contact your local Human Resources Representative for additional information about Tuition Reimbursement and the annual reimbursable limits. You can also visit [masonitebenefits.com](http://masonitebenefits.com) for more information.

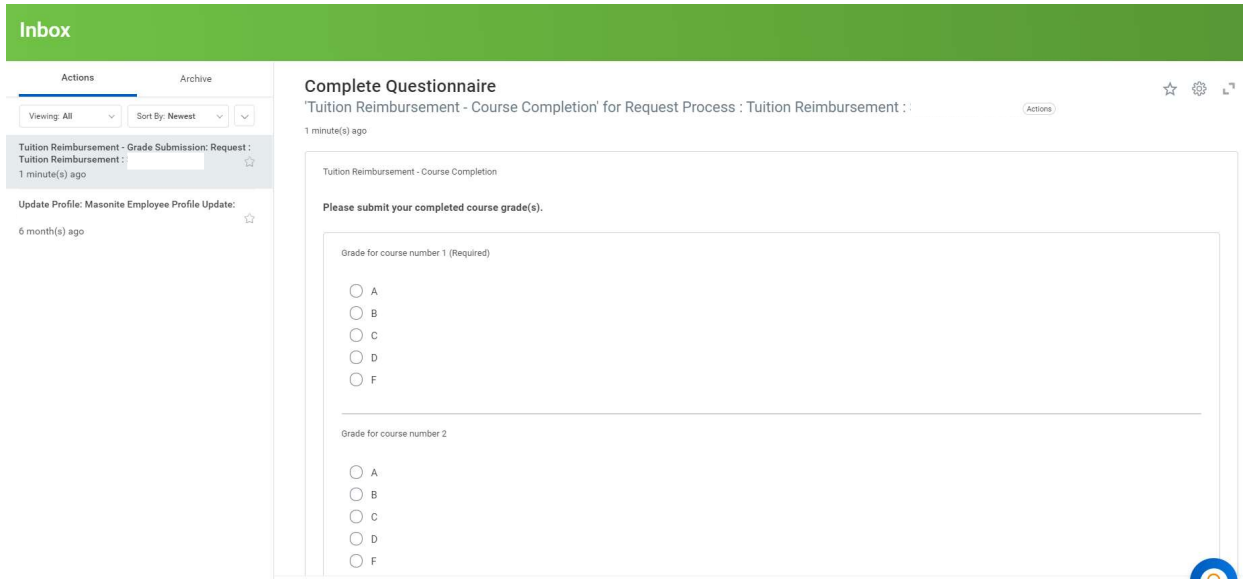
Describe the Request \*

Please fill in the required details below.

If you need assistance, please cancel this request and reach out to your local HR Representative.

- Once submitted, the request will be routed to your Manager and the Benefits Department for approval.

The Grade Submission Request will then appear in your Mployee Central inbox. Once you've completed the courses, enter your grade(s), attach the required documentation, and then click **Submit**.



**Inbox**

Actions Archive

Viewing: All Sort By: Newest

Tuition Reimbursement - Grade Submission: Request :  
Tuition Reimbursement : 1 minute(s) ago

Update Profile: Masonite Employee Profile Update: 6 month(s) ago

**Complete Questionnaire**  
"Tuition Reimbursement - Course Completion" for Request Process : Tuition Reimbursement : 1 minute(s) ago

Tuition Reimbursement - Course Completion

Please submit your completed course grade(s).

Grade for course number 1 (Required)

A  
 B  
 C  
 D  
 F

Grade for course number 2

A  
 B  
 C  
 D  
 F

- Your grade submission will be routed to the Benefits Department for approval. Once approved, you will be reimbursed on your next bi-weekly paycheck.

If you have any questions, please email [benefit@masonite.com](mailto:benefit@masonite.com).