**Employer reimbursement template**

Many of our students receive some form of tuition reimbursement from their employers.

Here are some tips that we've seen make these conversations successful.

* **Do research on your organization**: Many employers already offer tuition reimbursement for their employees. Reach out to your HR department to see whether there is an established program in which you could participate. Alternatively, you can reach out to colleagues who have taken this or similar online programs in the past to see whether they received tuition assistance.
* **Research the program:** What will you find valuable from the program? Having a specific plan in terms of what you intend to gain from the program is an important start. That way, you can have a clear conversation with your manager about the benefits of taking this program for both you and your team. In particular, how can you demonstrate the value and return on investment of the program?
* **Share the knowledge:** We've seen many past participants share their learnings with their teams upon program completion or use their classwork as an opportunity to examine the challenges they are currently tackling in their roles.
* **Start the conversation with your manager:** Once you've done your homework, send your boss a message referencing the research you've done to open up the discussion.

We've provided an example template below.

Subject: New professional development opportunity — request for reimbursement

[Greeting],

I am interested in taking the [*Mastering Talent Management: Engaging and Nurturing Top Talent*](https://online-execed.wharton.upenn.edu/mastering-talent-management) program offered by Wharton Executive Education. Through this six-week online program, I will learn forward-thinking strategies for recruiting, rewarding, and retaining top talent.

**About the Program**

This program is taught by the same faculty who teach in Wharton's MBA program. Through a hands-on learning experience that includes innovative frameworks, a customized strategy playbook, a live faculty forum, and a final capstone project, I will gain the expertise required to help our organization develop hiring and retention strategies that can be leveraged to realize benefits such as productivity, profit, and innovation.

**Additional Details**

Through this program, I will:

* Recognize the foundational components of an effective hiring process
* Identify the criteria for hiring A+ talent through effective interviewing, cutting edge technologies, internal hiring, and attracting a strong, diverse pool of candidates
* Use methods, strategies, and tools to increase employee engagement
* Leverage people analytics to transform performance management and avoid common mistakes in talent evaluation
* Learn frameworks to design strategic incentive and reward programs that address performance challenges in the modern workplace, and recognize the power of incentives to communicate messages about our employer brand
* Explore the characteristics of a strong diversity, equity, and inclusion (DEI) program and how having one in place can help promote engagement, productivity, and innovation while eliminating bias

**Cost**

The cost for the program is US$2,600, payable in one lump sum or up to three installments. The program also offers a group discount — if three or more colleagues join, we will each receive a 20 percent discount. Would you be willing to approve reimbursement of this expense?

**How This Helps Our Organization**

I'll be gaining knowledge and skills I can use to guide current and future talent strategy — from one of the top business schools in the world. I can take this learning and apply it in our day-to-day work. After I have completed the program, I can prepare a summary of what I've learned and how we can apply it in our organization and share a presentation or written summary with our team.

Sincerely,

[Signature]