



## TUITION ASSISTANCE

PetSmart's tuition assistance encourages the professional development and continued learning of its associates.



# Application for PetSmart's Tuition Assistance Program

### Purpose

PetSmart is proud to offer tuition assistance for both full time and part time active associates that have worked an average of 20 hours a week or more in the preceding 12 months. **Please refer to [PetSmart's Tuition Assistance Program Policy](#) or search Tuition on Fetch prior to submitting your application.**

### Easy Steps for Submitting Your Application

Submit application 30 days before, or up to 30 days after start date of classes. You will receive an acceptance email with next steps. Once classes are complete, submit grades, receipts, and any applicable documentation 30 days after completion of class. You will receive an email of receipt of grades and notification of funds that will be reimbursed.

### Personal Information

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Assoc. ID #: \_\_\_\_\_

Current Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Work Location: \_\_\_\_\_ Store # \_\_\_\_\_ DC # \_\_\_\_\_ Phoenix Home Office  Canada Office

Mail Check to: Home  Workplace  Direct Deposit

**Please Note:** If you elect direct deposit you must complete and sign a direct deposit form for each application submitted. This form can be found on the Tuition Assistance Fetch home page.

Department: \_\_\_\_\_ Current Position Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Preferred Email Address: \_\_\_\_\_

### Course/School Information

**Course 1** Start Date: \_\_\_\_\_ # of Credits: \_\_\_\_\_ Title: \_\_\_\_\_

**Course 2** Start Date: \_\_\_\_\_ # of Credits: \_\_\_\_\_ Title: \_\_\_\_\_

**Course 3** Start Date: \_\_\_\_\_ # of Credits: \_\_\_\_\_ Title: \_\_\_\_\_

**Course 4** Start Date: \_\_\_\_\_ # of Credits: \_\_\_\_\_ Title: \_\_\_\_\_

School/Institution Attending: \_\_\_\_\_

What Degree Level Are You Pursuing: Undergraduate Degree  Graduate Degree  Neither

Program of Study: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**Receipts must be submitted within 30 days of course completion.**

Tuition (Course 1)	\$
Tuition (Course 2)	\$
Tuition (Course 3)	\$
Tuition (Course 4)	\$
Registration	\$
Books	\$
<b>Total Cost</b>	<b>\$</b>

**Additional Information Required**

Please submit the following information with your application (additional information may be requested if necessary).

- Degree program (if not previously provided)
- Book receipts (if applicable)
- Tuition receipts

**Associate Policy Acknowledgement**

I have read the PetSmart Tuition Reimbursement Policy in full and I agree that upon termination of my employment, and according to PetSmart's Tuition Assistance Program Policy, I agree to the Repayment Requirements.

**Associate's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Associate Name in Print:**

**Immediate Manager/Supervisor Approval**

By signing this form, I acknowledge that I have discussed career development and continuing education goals with my associate, and I have verified eligibility requirements based on PetSmart's Tuition Assistance Program Policy.

**Manager/Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager's Name and Title in Print:**

**Reimbursement Procedures**

Within 30 days of course completion you must provide your final grade, or equivalent official documentation, receipts for reimbursable expenses and any additional applicable documentation to PetSmart via mail, fax or email:

Mail	PetSmart, LLC Attention: HR Shared Services – Tuition Assistance 19601 N. 27th Avenue Phoenix, AZ 85027
Fax	1-800-738-9917
Email	<a href="mailto:TuitionAssistance@petsmart.com">TuitionAssistance@petsmart.com</a>

**Please allow four to six weeks for processing of reimbursements.**