



Notification of Continuing Education Assistance

Sample:

Employee,

We have received all necessary documents to complete and accept your FYXX Tuition Reimbursement Application covering courses from July 1, 20XX through June 30, 20XX for consideration based on the availability of funding. You will be notified once a final decision has been made. If you enroll in courses prior to approval, you should be prepared to pay out of pocket for those courses.