

Template: Request for Employer Tuition Reimbursement Support UW-Madison's College of Engineering Online Graduate Degrees

[Insert Date]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip]

Dear [Insert Name of Supervisor/HR Director],

I am writing to request [Name of Company's] support through its tuition reimbursement as I pursue a [name degree/certificate/micro credential] at University of Wisconsin – Madison College of Engineering.

As a working professional, I am committed to continuous learning that strengthens my technical expertise, leadership capabilities, and ability to contribute to our organization's long-term success. UW Madison's College of Engineering offers top-ranked online graduate engineering programs, with multiple disciplines recognized among the Top 10 online engineering programs by *U.S. News & World Report*. These programs are designed for professionals, like me, who want to advance our careers without stepping away from the workplace. They align perfectly with my career goals and our company's objectives.

Program Overview and Relevance

- I plan to enroll in the [Name of Degree Program/Certificate/Capstone Certificate], which focuses on [Specify subject or technical field]. The curriculum is designed to allow students to apply coursework directly to real-world, job-related challenges, making learning immediately relevant to my role as a [Current Job Title].
- Courses emphasize practical problem-solving, collaboration and industry aligned projects, while maintaining appropriate safeguards for confidential and proprietary company data.

Benefit to the Company

Through this program, I will gain advanced skills and knowledge that directly support our organization's goals, including:

- Applying research-based best practices to engineering and technical challenges
- Strengthening leadership, analytical, and decision-making skills
- Contributing enhanced expertise to projects such as [specific projects, initiatives, or responsibilities]

I am particularly excited about courses such as [list specific courses or subject areas], which closely align with my current responsibilities and future growth within the organization.

Program Structure and Commitment

University of Wisconsin – Madison College of Engineering online graduate programs are intentionally designed for working professionals, offering:

- Flexible, interactive online learning, allowing balance in personal life and business travel/projects
- Instruction from world-class UW–Madison faculty and industry experts
- A structure that supports immediate workplace impact to apply my new skills directly to [Current Job Title or Company or Project]

I am fully committed to balancing my professional responsibilities with my academic work and anticipate [# of courses per semester] completing the program around [anticipated graduation month and year or # of years].

Cost and Reimbursement Request

The total cost of tuition and related expenses for the program is [Specify the total cost]. I respectfully request support through [Name of Company's] tuition reimbursement program to help offset these costs. Based on current reimbursement limits, I anticipate an estimated out-of-pocket expense of \$ [#].

I understand and agree to comply to our company's policy, requirements, and documentation associated with the tuition reimbursement program.

Thank you for taking the time to consider my request and for your continued support of professional development. I would welcome the opportunity to discuss this further and provide any additional information needed.

Sincerely,

[Your Name]

[Job Title]

[Employee ID, if applicable]

[Phone]

[Email Address]