For International employees only

Student Loan Repayment Reimbursement Request

To request a student loan repayment reimbursement, please provide the information below and attach appropriate supporting documentation. Email the form and documentation to **Winnie Tang** with cc to **Janet Arce** in Human Resources.

Date(s) of loan payment(s)	Add a date
Amount of requested reimbursement ($50 minimum)	Amount of requested reimbursement
Name of educational institution, degree and graduation date	Add the name of educational institution, degree and graduation date
Name of student loan servicer	Add student loan servicer

Examples of supporting documentation

- Loan statements showing dates and amounts of payments made
- Cancelled checks

I certify that I have incurred the expenses for which reimbursement is claimed from the Segal student loan repayment reimbursement program and that these expenses are for repayment of a student loan used for my own education. Reimbursement will be made to me and is considered taxable income.

☐ By checking this box, I, the **Employee**, verify the above information.

Employee Name Add employee name

Employee ID Add Employee ID **Date:** Add the date