

[Email Template] How to Ask for Tuition Reimbursement

Please adapt this to your own voice and situation.

A few notes on tone: Keep it confident but not presumptuous. You're making a case, not submitting an expense report. If your company does have a formal policy, reference it briefly ("I noticed we have an education reimbursement benefit and wanted to explore whether this program qualifies"). And if your manager says no, it's worth following up with HR directly. Policies aren't always communicated consistently at the manager level.

Subject: Professional Development Opportunity — Quick Question

Hi [Manager's Name],

Following our conversations about how I can continue growing in my role, I've been looking into professional development programs and wanted to run one by you.

I recently came across [Program Name] offered by [Institution], and it stood out to me because [briefly explain why — relevance to your role, a skill it develops, your career trajectory]. I believe it would directly benefit our team by [one specific, concrete example — e.g., "strengthening my ability to manage cross-functional projects" or "deepening my understanding of financial modeling"].

I reviewed our tuition reimbursement policy and believe this program qualifies under [e.g., "the professional development benefit" / "the annual education assistance allowance"]. I've put together the program details below to help make the approval process as straightforward as possible:

- **Program:** [Program Name]
- **Institution:** [Institution Name]
- **Cost:** [\$ amount]
- **Duration:** [e.g., 6 weeks / 3 months]
- **Start date:** [Date or "rolling enrollment"]
- **More info:** [Link]

Would you have 15 minutes to discuss this week? If there's a specific form or approval process I should follow, I'm happy to take care of that on my end. Thanks so much.

Best,

[Your Name]

Recommended Professional Development

Wharton Online

- [Private Equity Certificate Program](#)
- [Real Estate Investing & Analysis Certificate Program](#)
- [Financial Planning & Analysis \(FP&A\) Certificate Program](#)
- [Applied Value Investing Certificate Program](#)
- [Restructuring & Distressed Investing Certificate Program](#)

Columbia Business School Executive Education

- [AI for Business & Finance Certificate Program](#)

Wall Street Prep

- [Upcoming finance boot camps](#)
- [Self-study courses](#)