

**Victory Capital Management Inc. (“VCM”)
Education Tuition Reimbursement Eligibility Form**

Name _____ **Title** _____

Department _____ **Date Hired** _____

Instructions: To request education tuition reimbursement from VCM, complete this form, have your manager approve and forward to Human Resources, prior to commencement of the course. Reimbursement is not approved until this form is completed in full.

I understand that all requests for reimbursement must be made in the calendar year that the expense is incurred to properly classify the reimbursement period.

Course Name/Degree Program	Starting Date	Ending Date	Approximate Cost

Brief Description of the Course(s): _____

Degree? Yes No Identify the Degree _____

State why you think the course(s) will benefit you and the Company:

Course to be taken at:

School: _____ **Address:** _____

Employee Signature: _____ **Date:** _____

Dept Head Signature: _____ **Date:** _____

Approved **HR Signature:** _____ **Date:** _____

Once executed by Human Resources, this form confirms that your course or degree program is a “Business- Related Course” under the Education Tuition Reimbursement Policy. Eligibility for education tuition reimbursement does not guarantee that your Business-Related Course or Degree Program will be reimbursed by VCM. You must also satisfy the criteria for reimbursement as described in the under the Education Tuition Reimbursement Policy and your Education Tuition Assistance Agreement.