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TUITION REIMBURSEMENT PRE-APPROVAL

All Tuition Reimbursement requests must be pre-approved by your manager and the Benefits Department prior to the commencement of the course. Submit this completed pre-approval request to the Benefits Department.

ASSOCIATE NAME: Kylin Soong

JOB TITLE / DEPARTMENT: Associate Technical Support Engineer / GSS-PEK

SCHOOL: Rainbow House English Club

COURSE: English Listening/Speaking Training

COURSE START DATE: Jul 20, 2012

COURSE END DATE: Dec 29, 2012

COURSE DESCRIPTION: English Listening/Speaking Training course, the training have 3 period, each period have a exam, we need pass the exam for coming to next period studying.

HOW THE COURSE WILL ASSIST IN YOUR CURRENT POSITION (REQUIRED):

I need communicate with customer, colleagues using English, sometimes it's hard for me to totally understanding what they said. this course can improve my listening and speaking, it's helpful for me.

INSTRUCTOR: _____

DEPARTMENT: _____

ESTIMATED TOTAL COST: \$ 10800 ☐ US ☐ EU ☐ AU ☒ OTHER RMB

I understand that approved requests will be reimbursed within the limits of the Tuition Reimbursement program and will be based on the schedule listed below:

Grade A or B:	100% Reimbursement
Pass (Pass/Fail Course):	100% Reimbursement
Grade C:	50% Reimbursement
Grade D, E, F or Fail:	0% Reimbursement

ASSOCIATE SIGNATURE: Kylin Soong DATE: Jul 16, 2012

MANAGER SIGNATURE: Winston Li DATE: July 16, 2012

DEPARTMENT MANAGER SIGNATURE: _____ DATE: _____

BENEFITS REPRESENTATIVE SIGNATURE: _____ DATE: _____