



OMNICOM
APPLICATION FOR TUITION
REIMBURSEMENT PROGRAM

UPDATED APRIL 2026

CONFIDENTIAL –
NOT FOR EXTERNAL
DISTRIBUTION

APPLICATION FOR TUITION REIMBURSEMENT PROGRAM

Part 1: Enrollment Approval

Date:

EMPLOYEE INFORMATION

Name:

Job Title:

Department:

COURSE INFORMATION

Course Name(s):

Name of Institution:

Degree/Certification:

Estimated Degree/Cert Completion Date:

Course Date(s)

DEVELOPMENT OBJECTIVE

What long-term goal is this program intended to help you reach and what value does it provide to Omnicom?

By signing below, I agree that I have read the Tuition Reimbursement Policy and understand that if this request is approved, reimbursement will be contingent upon successful completion, continued strong work performance, and a 1-year commitment to Omnicom after the completion of the course reimbursement was awarded for. I agree to provide evidence of completion and proof of payment.

Employee:

Date:

Department Head:

Date:

Senior Human Resources Business Partner:

Date:



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Part 2: Reimbursement Approval

TUITION EXPENSE

Class Title:				
Tuition:	Registration:	Fees:	Books & Supplies:	Total:

Class Title:				
Tuition:	Registration:	Fees:	Books & Supplies:	Total:

Class Title:				
Tuition:	Registration:	Fees:	Books & Supplies:	Total:

Class Title:				
Tuition:	Registration:	Fees:	Books & Supplies:	Total:

Total Tuition Expense:	
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DOCUMENT CHECKLIST

Confirm receipt of the following documents prior to submitting to payroll for reimbursement:

- Course description
- Degree, certificate, or course program overview and requirements
- Class schedule
- Unofficial transcript
- Receipts for tuition, registration, fees, books & supplies

FINAL APPROVAL

Senior Human Resources Business Partner:

Date: