



How to Ask For Tuition Reimbursement

In four mostly anxiety-free steps.

Step 1: Do Your Research

The **first thing to look into is whether your company already has a tuition reimbursement policy.** If they do, study it thoroughly. Ask your HR department to help you with applying for support. If your company doesn't have an existing tuition reimbursement program, you'll need to be able to **show your boss, with facts, exactly why the MBA program you've selected is the best possible option for your career,** and how the courses you'll take will improve your performance for the company.



Pro tip

Do the research to bolster your claims and to justify your request.

Step 2: Begin to Build Your Case

Brainstorm **three to five reasons why this is the right MBA program for your career** and fully develop those points until you have a nearly airtight short presentation. Don't forget to **include the cost and length of the program,** but be sure that those are outweighed by the benefits your company will reap. Explain how the course learnings will actively enhance your work performance and how the program will boost your current role.



Pro tip

Be sure to stress that you have a plan for how funding your MBA will provide long-term benefits to your organization by enabling you to create a real and sustainable impact.



Step 3: Ask to Meet With Your Manager

Schedule a one-on-one meeting with your boss, and make sure you set it in advance so you'll be ready for tricky questions they may ask and have solid answers ready.

Show that you're deeply invested in furthering your career with an MBA and refer to your research and talking points to demonstrate your commitment. Offer to keep your manager updated on what you're learning in class, as well as sharing new skills and relevant knowledge with the rest of your team.

Step 4: Be Respectful in Victory or Defeat

If you react poorly to being told "no", the powers that be will almost certainly remember that you were not gracious about their initial rejection. **If your request for tuition reimbursement does get turned down, be sure to thank your boss for taking the time to hear you out and consider this matter**, and then ask them to please keep you updated if anything changes in the future. You may help your case by letting them know that you're still planning to find alternative ways to fund your MBA education, but that you're also still willing to share your learning outcomes with the rest of your team.



Pro tip

Demonstrate to your boss that you're invested in bettering yourself and the company with your MBA.



Pro tip

No matter which decision you receive, be respectful. Even if you're told "no" right now, budgetary restrictions or company policy may change in the future.



You still have other financial aid options in the event that your boss declines your request for tuition reimbursement. Avenues you can explore:

- Scholarships
- Graduate loans
- Federal student aid
- Loan repayment and forgiveness

Discover Financial Aid



For more information about tuition reimbursement for MBA candidates, [read our blog](#) and see if you can benefit from this program.

Apply Now

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