



Application for PetSmart's Tuition Assistance Program

Purpose

PetSmart is proud to offer tuition assistance for both full time and part time active associates that have worked a minimum of six (6) months of continuous service and worked an average of 15-hours per week in the preceding six (6) months. **Please refer to [PetSmart's Tuition Assistance Program Policy](#) or search Tuition on Fetch prior to submitting your application.**

Easy Steps for Submitting Your Application

Applications must be submitted within 30-days of the course start date. Applications submitted after the course start date will not be accepted. You will receive an acceptance email with next steps. Once classes are complete, submit grades, receipts and any applicable documentation within 30 days after course completion. You will receive a confirmation email of receipt of grades and notification of funds that will be reimbursed.

Personal Information

First Name: _____ Middle Name: _____ Last Name: _____

Hire Date: _____ Assoc. ID #: _____

Current Home Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Work Location: _____ Store # _____ DC # _____ Phoenix Home Office Canada Office

Mail Check to: Home Workplace Direct Deposit

Please Note: If you elect direct deposit you must complete and sign a direct deposit form for each application submitted. This form can be found on the Tuition Assistance Fetch home page.

Department: _____ Current Position Title: _____

Daytime Phone: _____ Preferred Email Address: _____

Course/School Information

Course 1 Start Date: _____ # of Credits: _____ Title: _____

Course 2 Start Date: _____ # of Credits: _____ Title: _____

Course 3 Start Date: _____ # of Credits: _____ Title: _____

Course 4 Start Date: _____ # of Credits: _____ Title: _____

School/Institution Attending: _____

What Degree Level Are You Pursuing: Undergraduate Degree Graduate Degree Neither

Program of Study:

Major:

Minor:

Receipts must be submitted within 30 days of course completion.

Tuition (Course 1)	\$
Tuition (Course 2)	\$
Tuition (Course 3)	\$
Tuition (Course 4)	\$
Registration	\$
Books	\$
Total Cost	\$

Additional Information Required

Please submit the following information with your application (additional information may be requested if necessary).

- Degree program (if not previously provided)
- Book receipts (if applicable)
- Tuition receipts

Associate Policy Acknowledgement

I have read the PetSmart Tuition Reimbursement Policy in full and I agree that upon termination of my employment, and according to PetSmart's Tuition Assistance Program Policy, I agree to the Repayment Requirements.

Associate's Signature: _____ **Date:** _____

Associate Name in Print:

Immediate Manager/Supervisor Approval

By signing this form, I acknowledge that I have discussed career development and continuing education goals with my associate, and I have verified eligibility requirements based on PetSmart's Tuition Assistance Program Policy.

Manager/Supervisor Signature: _____ **Date:** _____

Manager's Name and Title in Print:

Reimbursement Procedures

Within 30 days of course completion you must provide your final grade, or equivalent official documentation, receipts for reimbursable expenses and any additional applicable documentation to PetSmart via mail, fax or email:

Mail	PetSmart, Inc. Attention: HR Shared Services – Tuition Assistance 19601 N. 27th Avenue Phoenix, AZ 85027
Fax	1-800-738-9917
Email	TuitionAssistance@petsmart.com

Please allow up to six weeks for processing of reimbursements.