



# Your 5-Step Guide to Tuition Reimbursement

## 1. Start With Research

**Before you even begin to compose your pitch to your boss, you're going to have to do some research.**

Not all organizations offer business school tuition reimbursement to their employees, so the very first step in this process is to make sure your company does.

Ask your friends and colleagues, or perhaps an HR representative, whether your workplace has a history of providing tuition reimbursement, and if they don't, find out whether they have a specific policy against it.

## 2. Work Your Network, Ask Around

Your professional network is a key source of information as you begin to strategize your approach to this conversation.

If you have any coworkers who you know have secured business school tuition reimbursement from your employer, ask them in casual conversation or over lunch how they approached the interaction:

- What did they feel were convincing arguments?
- Did they make any missteps during the conversation?
- How would they recommend avoiding doing the same?
- Do they have any other advice about your boss's temperament during this kind of interaction?



Taking this initial step is significant because you do not want to go into a meeting with your boss unprepared and give the impression that you don't value their time.

You definitely want to avoid an awkward conversation that could produce skepticism about your decision to return to school at all.



Conversations like these with your colleagues can have the added bonus of improving your interpersonal dynamics in the workplace.

Discovering a shared desire to grow intellectually and professionally can strengthen your relationships with your coworkers, and the knowledge you can gain about what makes your boss tick can help improve your approach to other professional interactions in the future.



### 3. Be Prepared With the Details

When the time comes for your actual face-to-face conversation with your employer, the last thing you want to do is to give the impression that you are not fully prepared to make your request.

You should have all of the essential information about the business school or schools to which you are applying:

- What school or schools are you applying to?
- Are you applying to a full-time or part-time program?
- Is it online, on campus, or a hybrid program?
- What is the [tuition](#) for the program?
- How long do you expect it will take you to complete the degree?
- How much time per week do you expect to spend on coursework?

### 4. Speak Confidently About Your Potential for Growth

While your employer may happen to believe in the value of continuing education and understand your desire to grow as a professional, they will still want to hear what they will get out of their decision to offer you business school tuition reimbursement.

You should be ready to clearly list areas in which your graduate program of choice will contribute to your professional development, and more importantly, to show how it will boost your performance at work.

Be ready to discuss how you will:

- Improve your business communication and leadership skills
- Master the use of new digital tools and techniques
- Enhance your output and ability to strategize
- Grow your business acumen, either generally or in a specific [concentration](#)



This information can not only help alleviate any concerns your employer may have, but also will present you in the best possible light as someone very serious about the magnitude of your educational undertaking.

Be sure to keep online graduate business programs such as the [Online MBA](#), and the more specialized [Online Master of Science in Financial Analytics](#) or [Online Master of Science in Marketing](#) from Santa Clara University in mind as you make your list. The convenience of online education might be just what you need to convince your employer that you will be able to handle the time commitment that business school demands.



Whatever you want to get out of your business education, be able to identify specific projects and initiatives at work that will benefit from your growth.



## 5. Show the Impact on Their Bottom Line

At the end of the day, the bottom line is likely what matters most to your employer.

They may not be prepared initially to see the quantifiable benefits of offering business school tuition reimbursement, and they may go so far as to question the value of investing in an activity that will necessarily divert some of your attention.

You can turn their focus on the bottom line into a point in your favor by approaching your conversation with data in hand.



Did you know, for instance, that every dollar invested in employee education by health insurance company Cigna in a 2016 study resulted in \$1.29 in savings, or a 129 percent return on investment?

Bring information like this to your employer's attention to show that it pays to spend wisely on training a capable, productive workforce.

If you still have questions or want some additional information about our programs at the Leavey School of Business, please contact an Admissions Advisor today by calling 844-554-2425 or email at [onlinemba@scu.edu](mailto:onlinemba@scu.edu).

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