

1 Select Course Application ID to approve (Make sure you are logged in as a ‘Supervisor’)

COURSE APPLICATIONS PROGRAM APPLICATIONS

Search: Filter by Application State: Filter by program:

APPROVALS WAITING ON ME APPROVALS WAITING ON OTHERS ALL OTHER APPLICATIONS

Application ID	Employee ID	Employee Name	State	Last Action By
1253776305464136267	349496	Emily Robertson	Submitted For Evidence Approval	Emily Robertson Sep 26, 2023
1253785667814556251	349496	Emily Robertson	Submitted for Course Approval	Emily Robertson Sep 26, 2023
1259541245425877681	349496	Emily Robertson	Submitted for Course Approval	Emily Robertson Oct 04, 2023

3 applications

2 Review Program and Course

Employee Information

Name: **Emily Robertson**
Email: **example@tuition.io**
[Click here](#) to view all employee information
View details

Program Information
ID #: 1259505623931814506

Program Name: **Educational Assistance - Certifications, Memberships, Conferences, Books**

Conference/ Certification/ Membership/ Book/ Healthy Steps Course Name: **Tuition.io 101**

Estimated Program Begin Date: **9/30/2023**
Estimated Program Completion Date: **9/30/2023**
Status: **Approved**
[Click here](#) for program overview
View details and attachments

- How to use Tuition.io

Description	Course Credit	Course Total
		\$0.00

View course details and attachments

3 Approve Application

Approval Summary

	\$0.00
Scholarships Received	\$0.00
Requested Reimbursement	\$0.00
Approved Total	<input type="text" value="\$100.00"/>

Approve/Reject Application *

Approve Request Change Reject

Looks great!

SUBMIT

Please Note:

- You may change the requested reimbursement to a different amount in Approved Total
- To “Submit” you must enter a note in the note field.