Hello,   
  
We are approaching the start of our benefits open enrollment period. As a reminder, this is the one time a year you can make changes to your health insurance plans.   
  
As part of our company’s benefits package this year, we are excited to offer a tuition reimbursement account.   
  
**Tuition Reimbursement Account Overview**   
  
This is a program that reimburses you for college tuition, advanced training program, and other ongoing education costs.   
  
All you have to do is pay for your tuition costs as you normally would, and then submit a request for reimbursement with supporting documentation verifying the expense. If the expense is approved, you’ll get reimbursed up to the maximum amount allowed by plan.   
  
If you’re interested in taking advantage of this program, please contact the HR/benefits team for more information.