

**REQUEST FOR EDUCATIONAL ASSISTANCE
REIMBURSEMENT - China**



HOW TO COMPLETE THIS FORM

Complete Step 1 through Step 5 prior to the start date of the coursework.

Step 1: Read and understand the *China Educational Assistance Guidelines* thoroughly

Step 2: Complete Section 1 and sign in Section 2

Step 3: Route the form to your Function Head and HRBP for pre-approval in Section 2.

Step 4: Retain the original form until the completion of the coursework.

Note: Pre-approval does not guarantee final payment.

Complete Step 5 and 6 within 90 days of the class completion.

Step 5: Complete Section 4

Step 6: Route the form to the required approvers.

Note: Incomplete forms will be returned to the employee and potentially delay payment processing.

Due to the volume of requests received, it is not possible for MyHR to acknowledge receipt of each reimbursement request. Employees will only be notified of any discrepancies in the submitted paperwork.

Section 1: This pre-approval section must be completed by the EMPLOYEE prior to the start date of the coursework.

Employee Information			
Personnel No.		Date	
Name (Last, First)		Cost Center	
Email Address		Company	
Business Title		Work Location	

Course Information			
Degree or Certification Objective:			
How is this degree/certificate relevant to your career at PayPal?			
School / Institution			
Credits Required (if applicable)		Course Start Date	
Credits Earned (if applicable)		Course Completion Date	
Credits Remaining (if applicable)		Thesis (if applicable)	

Class Title(s)	Tuition/Lab Fees	Books	Total Cost
1.	RMB	RMB	RMB
2.	RMB	RMB	RMB
3.	RMB	RMB	RMB
4.	RMB	RMB	RMB
5.	RMB	RMB	RMB
6.	RMB	RMB	RMB
If you are taking more than 6 courses, please use an additional sheet.		Grand Total	RMB

Section 2: This pre-approval section must be signed by the EMPLOYEE, MANAGER and HRBP prior to the start date of the class work (entries must be typed)

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Pre-Approval Signatures		
Employee - <i>I have read and understand the Educational Assistance Program Guidelines.</i>	Date	Print Name
Function Head – <i>I have read and understand the Educational Assistance Program Guidelines. I confirm the particular request is relevant to the employee's current role or reasonably likely future roles at PayPal.</i>	Date	Print Name
HRBP	Date	Print Name

Section 3: This actual expenses section must be completed by the EMPLOYEE within 90 days of the class completion date

Actual Expenses (Classes listed here must be pre-approved in Section 2)			
Class Title(s)	Tuition/Lab Fees	Books	Total Cost
1.	RMB	RMB	RMB
2.	RMB	RMB	RMB
3.	RMB	RMB	RMB
4.	RMB	RMB	RMB
5.	RMB	RMB	RMB
6.	RMB	RMB	RMB
Grand Total			RMB
Document Checklist			
<input type="checkbox"/>	Attach the ORIGINAL proof of payment (original receipt from school, original credit card receipt, original credit card statement, or copy front and back of cancelled check)		
<input type="checkbox"/>	Attach the ORIGINAL proof of appropriate grades		

Section 4: Route for required FINAL APPROVAL signatures

Final Approval Signatures		
Employee	Date	Print Name
Function Head - <i>I confirm the particular request is relevant to the employee's current role or reasonably likely future roles at PayPal.</i>	Date	Print Name
HRBP - <i>I acknowledge the final expenses are in compliance with the Guidelines.</i>	Date	Print Name
MyHR	Date	Print Name