

Publix GED Reimbursement Request Form

Introduction

After receiving a GED diploma, current Publix associates who have been employed for at least three months at the time of completing their diploma may be reimbursed up to \$225 for expenses paid to

- take the state GED exam and
- prepare for the exam, including a preparation class, practice exams or a workbook (up to \$25).

Directions

Follow these steps to request reimbursement for expenses paid to get a GED diploma.

1. Complete the Personal Information section below.
2. Make a copy of your GED diploma and transcripts.
3. Gather the appropriate receipt(s) listed in the Documentation section below.
4. Send this completed form and the appropriate documentation to

HR – Adult Education/Training Delivery
3300 Publix Corporate Parkway
Lakeland, FL 33811

Personal Information

Print or type your personal information in the spaces provided below.

Name		Last Hire Date
Personnel Number	Work Location/Store #	
Street Address		
City	State	ZIP Code

Documentation

Gather the following documentation required for reimbursement:

- A copy of your state's GED diploma.
- A copy of your state's GED diploma transcript.
- Receipts to get reimbursed for
 - taking the state GED exam and
 - preparing for the exam, including a preparation class, practice exams or a workbook (up to \$25).