

Tuition Reimbursement Request Guide

Preparing Your Tuition Reimbursement Proposal

- 1 Review Company Policies**
Consult your employee handbook/HR department to understand existing tuition assistance programs, including eligibility criteria and reimbursement processes.
- 2 Gather Program Details**
 - **Institution:** Wake Forest University School of Law
 - **Program:** Master of Studies in Law (MSL)
 - **Delivery:** 100% Online and Asynchronous
 - **Duration:** 21 months (accelerated) to 5 years
 - **Tuition:** \$1,222 per credit hour; \$270 technology fee per semester
 - **Credit Hours:** 30 total
 - **Start Dates:** January, May, or August
- 3 Align Program with Organizational Goals**
Demonstrate how the MSL program will enhance your capabilities in areas such as regulatory compliance, contract analysis, and risk management, directly benefiting your organization.
- 4 Highlight Mutual Benefits**
Emphasize how your advanced legal knowledge will contribute to more informed decision-making, improved compliance, and an understanding of legal implications of decisions for your company.
- 5 Address Potential Concerns**
Reassure your employer of your commitment to your role, emphasizing that the program's flexibility means your work performance will not suffer.

Sample Talking Points for Your Proposal

- The MSL program will equip me with legal insights that are directly applicable to our industry, enabling me to:
 - Make critical decisions backed by legal knowledge
 - Communicate effectively with legal counsel and colleagues on legal issues
 - Understand core legal concepts and how to read legislation and regulations
 - Promote ethical practices and standards, like compliance and risk management
- The flexibility of the online format allows me to continue fulfilling my job responsibilities without interruption
- Investing in this program will not only advance my professional development but also bring immediate value to our organization

The Sample Proposal Email to your supervisor can be found on the following page.

Next Steps

- Schedule a meeting with your HR rep/supervisor to discuss tuition reimbursement opportunities
- Prepare a concise proposal outlining the program details and the anticipated benefits to your role and the organization (see Sample Proposal Email)
- Be ready to discuss how the MSL program aligns with your professional development goals and the company's strategic objectives
- Good luck!



Sample Proposal Email to Your Supervisor

[Date]

Dear [Supervisor/HR Rep Name],

I am interested in pursuing a Master of Studies in Law (MSL) degree from Wake Forest University School of Law, and I would like to discuss potential tuition reimbursement opportunities.

First, why the MSL at Wake Forest Law?

Wake Forest Law's fully online, asynchronous MSL program is designed for working professionals seeking to deepen their legal knowledge without pursuing a JD. With a specialized track in [insert relevant track], the program offers practical, industry-relevant education that I can immediately apply in the workplace.

Program highlights include:

- **Flexible Learning:** I can complete coursework on my own schedule, allowing me to balance the courses with my professional commitments
- **Accelerated Completion:** I can earn my degree in as few as 21 months, or extend up to 5 years, as needed
- **Affordable Tuition:** At \$1,222 per credit hour for the 2025–2026 academic year, the program is competitively priced, costing significantly less than an MBA
- **Immediate ROI:** I will be able to apply new legal insights directly to my role, enhancing [insert relevant topics: for example, decision-making, risk-management, and compliance]

How will this program benefit me and our organization?

- [Insert Sample Talking Point reasons and other reasons]
- [Insert Sample Talking Point reasons and other reasons]
- [Insert Sample Talking Point reasons and other reasons]

I would appreciate the opportunity to discuss the MSL program and potential tuition reimbursement opportunities further with you. Please let me know when you have availability.

Thank you,
[Name]