



TOWN SPORTS INTERNATIONAL
NEW YORK | BOSTON | WASHINGTON DC | PHILADELPHIA

Tuition Reimbursement Application

Manager Checklist:

- 1) Employee has one of the following job titles:

Trainer, Lead Trainer, Group Ex Instructor, Group Ex Administrator, Group Ex Manager,

Fitness Supervisor or Fitness Manager

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- 2) Employee is “in good standing”, has been in their role 12+ months and who are working on average at least 30 hours a week (Group Ex Instructors average at least 15 hours a week).

- 3) Certification or continuing education course completion is within 60 days

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- 4) Employee has submitted proof of completion of the certification or course,
a description of the certification or course and proof of payment

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Employee Name: _____

Employee Job Title: _____

Employee Kronos ID #: _____

Certification/ Course Name & Description:

Certification/ Course Cost: _____

Employee Signature & Date: _____

Manager Signature & Date: _____

Director Signature & Date: _____

Please submit to Benefits Department at Benefits@tsiclubs.com once completed.