



Tuition Reimbursement Application

Policy: Professional Development can support higher education goals, a tuition reimbursement benefit to help fund the completion of a higher degree is offered for employees who have completed at least one year of full-time employment. The tuition should be for education at an accredited institution and in a field of study that is directly related to the employee's academic field and/or professional growth path at the school. The course of study is coordinated with the division manager and approved at the discretion of the President, Division Head/Director and the Human Resources department. Maximum tuition reimbursement is up to \$5,250 per calendar year and is not taxable, per Internal Revenue Service guidelines. Employees who avail themselves of this benefit accept the commitment to continue employment in good standing for two years post-degree. Tuition reimbursement is considered a loan that will be forgiven after two years of full-time service upon completion of the obtained degree. An application must be completed and approved at the start of the program. Due dates are October 1st for Spring Semester enrollment and March 1st for Fall Semester enrollment.

Employee Name: _____

Department: _____ Position: _____

Degree/School: _____

Dates of Attendance _____ Expected Completion Date: _____

Requested Reimbursement Amount: _____

Program Terms:

I have read and understand the eligibility and reimbursement guidelines concerning tuition reimbursement towards an advanced degree. Should I no longer be employed by the schools for any reason before the completion of two years of post-degree employment, I understand that the prorated balance of the reimbursement will be due to upon termination.

Employee Signature: _____ Date: _____

Division Head Approval: _____ Date: _____

Human Resource Approval: _____ Date: _____