

Tuition Reimbursement – Frequently Asked Questions

1. Who is eligible for tuition reimbursement?

Benefit-eligible employees in established positions are eligible, provided funds are available and prior approval is obtained.

2. What types of courses are eligible for tuition reimbursement?

- College/University Courses: Accredited courses up to 6 credit hours per term.
- Career Development Courses: CWE, Career Certificate, or online learning option courses, up to \$1,000 per semester.

3. Are there any restrictions on the types of fees reimbursed?

Yes. Reimbursement only covers tuition. It does not cover application fees, lab fees, books, or supplies.

4. Can contract or grant-funded employees apply for tuition reimbursement?

Yes, but reimbursement is contingent on grant funding and approval from the project director.

5. Are summer classes eligible for reimbursement?

No, reimbursement is not available for summer courses.

6. What is required to receive reimbursement?

Employees must provide:

- Prior approval documentation,
- Proof of satisfactory course completion,
- Evidence of payment of tuition.

7. How does full-time equivalent (FTE) status affect reimbursement?

Reimbursement for college/university courses is prorated based on the employee's FTE status.

8. What if my class schedule conflicts with my work schedule?

If classes occur during normal work hours, employees must use annual leave or arrange an alternate work schedule approved by their supervisor and Human Resources.

9. Is professional licensure preparation reimbursed?

Yes, eligible employees may be reimbursed up to \$1,000 per semester for instructional expenses related to professional licensure (e.g., preparation course fees and related materials).

10. How do I apply for tuition or licensure reimbursement?

Employees must obtain prior approval before enrolling, complete the required forms, and submit proof of course completion and payment receipts to Human Resources.