



UNIVERSITY 200 Boston Ave • Ste 1750 • Medford, MA 02155 • (617) 627-3270

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## Staff Employee Tuition Reimbursement Program

### Introduction

The Full-time Staff Employee Tuition Reimbursement Program has been developed to help Tufts University Employees maintain or improve the skills they need to perform their jobs. **This program applies only to courses taken at other institutions and is completely separate from Tufts Tuition Remission Program.**

The goal of the program is to reimburse eligible employees for tuition expenses not covered by any other source of educational assistance. Costs related to books, supplies and fees are not covered under this program.

The Human Resources Department authorizes payment from University Funds allotted for tuition reimbursement, and is responsible for administration, interpretation and approval/disapproval for this program.

### Eligibility

You are eligible for this program if:

- You are a regular, active, full-time staff employee.
- You have completed one year of full-time service before the course begins.

### Amount of Reimbursement

Eligible employees will be reimbursed for 100% of tuition costs, up to a maximum of \$4,000 in a fiscal year. The fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

### Allowable Reimbursement Costs

This program reimburses eligible employees only for tuition expenses not covered by any other source of educational assistance. Books, supplies and fees are not covered. In addition, charges for lab, registration, graduation, library or student activities are not covered under this program.

### Other Educational Assistance Benefits

This program does not duplicate other educational assistance an employee may receive. On the Benefit Application and on the Request for Payment Form, an employee must report any veterans' education benefits, scholarship or other financial aid received for course or degree program to be considered under this program.

If an employee receives education assistance, the amount reimbursable under this program will be based on the amount less any and all financial aid received. What follows are two examples to illustrate this policy:

<b>EXAMPLE 1</b>	<b>EXAMPLE 2</b>
\$1,000 Tuition Cost (\$500) Less other Financial Aid <hr/>	\$7,000 Tuition Cost (\$500) Less other Financial Aid <hr/>
\$500 Eligible Tuition Reimbursement Expenses	<b>\$6,500 Eligible Tuition Reimbursement Expenses</b>
<b>(\$500) 100% Total Covered Tuition by Tufts</b>	<b>(\$4,000) 100% Total Covered Tuition by Tufts</b>
<b>\$0 Remaining Employee Obligation</b>	<b>\$2,500 Remaining Employee Obligation</b>

## Acceptable Courses and Schools

All Tuition Benefit Applications are subject to approval by the Human Resources Department. The following job-related courses and or programs are examples that are potentially eligible for reimbursement under this program:

- Regular courses taken for credit at accredited schools, colleges, and universities.
- Courses credited toward a high school diploma or equivalency certificate.
- Correspondence, university extensions, or continuing education courses.
- Courses at certain non-accredited institutions provided they are widely recognized in their field and grant degrees or certification indicating satisfactory completion.
- Review courses and examinations for initial trade or professional licenses or certifications.
- Job related degree programs (including approved elective degree courses)

The following **do not** qualify for tuition reimbursement:

- Professional seminars and workshops.

## Acceptable Hours

Approved course(s) and or program(s) are not to be taken during regular working hours. Class attendance should not conflict with your job in anyway.

## Application Procedures

Human Resources is responsible for the administration of this program, the interpretation of the programs polices as well as the review and approval / disapproval of all applications. Employees are to use the following steps when applying for the tuition reimbursement benefit:

### Step#1 Benefit Application:

- Benefit Applications may be obtained by accessing the Tufts University Web Site at [www.tufts.edu/hr](http://www.tufts.edu/hr) or by calling (617) 627-5504.

#### **NOTES:**

- Employees need to complete the section on the Benefit Application regarding tuition cost and how this course is related to their present job.
- A description of the course(s) to be taken and associated document(s) detailing tuition expenses and associated course costs must be attached to all Benefit Applications. The most acceptable attachment is the institution's brochure or catalogue.

## **Step#2 Required Supervisory Signature:**

- Employees are required to obtain a Supervisor's Signature on all Tuition Reimbursement Application(s). The signature is to certify that an employee is in fact eligible for the Tuition Reimbursement Benefit and to ensure the supervisor is aware of the employee's educational plans.

**Important Note:** A Supervisor's Signature does not imply Application approval for courses.

## **Step#3 Submission Instructions:**

- Applications for Tuition Reimbursement must be submitted to the Human Resources Service Center, fifteen (15) days before enrolling or making a financial commitment to an educational institution.
- Employees are to use the following mailing address when submitting a Tuition Reimbursement Application(s):

Alan Copithorne  
Human Resources Service Center  
200 Boston Avenue, Suite 1750  
Medford, MA 02155

### **NOTES:**

- Upon a review of the Tuition Reimbursement Application, Human Resources will send the employee a copy of the approved / disapproved Application.

## **Reimbursement Procedures**

Requests for reimbursement will be processed and returned to the employee within a reasonable processing time. After processing is complete, reimbursement will be included in the employee's paycheck.

Employees are to use the following steps when applying for reimbursements under this program:

## **Step#1 Request for Payment Form:**

- **Request for Payment Form(s) may be obtained by accessing the Tufts University Web Site at [www.tufts.edu/hr](http://www.tufts.edu/hr) or by calling (617) 627-5504.**

**Important Note:** The following attachments must accompany the Request for Payment Form:

1. Copy of canceled check.
2. Proof of Satisfactory Course Completion.\*\*

**\*\*Satisfactory Course Completion** means that the employee has achieved a passing grade or course certificate. These documents will be used as verification for course completion. Without the required attachments, a Request for Payment Form(s) will not be processed.

## **Step#2 Submission Instructions:**

- A Request for Payment Form (along with the required attachments) must be submitted to Alan Copithorne in the Human Resources Service Center within sixty (60) days of satisfactorily completing a course in order to be reimbursed for approved tuition expenses.
- Employees are to use the following mailing address when submitting a Request for Payment Form(s):

Alan Copithorne  
Human Resources Service Center  
200 Boston Avenue, Suite 1750  
Medford, MA 02155

## **Taxation of Reimbursement**

Tuition reimbursement payments not considered taxable income.

## **Terminating Employees**

If an employee terminates his/her employment with Tufts University, the employee will only be eligible for reimbursement if he/she satisfactorily completes said course(s) of study before his/her official date of termination.

## **Appeal Process**

If a Benefit Application is denied, an employee has the right to appeal the denial. Human Resources will notify the employee in writing as to the reason(s) behind the applications denial.

If an employee wishes to appeal, Human Resources decision, the employee must submit, in writing, the reason(s) why the course(s) or program should be considered eligible for reimbursement. An Appeals Committee comprised of three (3) staff members will review appeals of this nature.

*NOTE: The Appeals Committee will notify the employee in writing of their decision upon review. Time constraints may make it impossible for the Appeals Committee to review an employee's appeal prior to course registration.*

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