

Employees' Tuition Reimbursement

Tuition Benefit Policy

Eligibility: If you are employed in a regular, limited-term position of half-time or more, you are eligible to receive tuition reimbursement for courses taken at other colleges or universities. If you work less than half-time or hold a temporary position, you are not eligible.

Waiting Period: You must complete **one full year** of consecutive service at the college prior to participation in this plan. If you satisfy the one-year service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester.

Eligibility of courses: Reimbursement will be made for the following courses and degree programs:

- GED preparation courses and exam fees
- job-related courses taken for academic credit
- courses that can be applied toward an associate's or bachelor's degree, if the degree program is job- or career-related
- courses taken for credit that are part of an academic degree program that improves your current job skills or which logically relates to your career at Smith College

Courses must be taken at an accredited college or university. The plan does not cover the cost of independent study, thesis/dissertation, or internship credits. Please consult with Human Resources if you have any questions regarding the reimbursement eligibility of a course.

Number of reimbursable courses: If you work full-time you may be reimbursed for up to two courses per semester or term, not to exceed four courses per fiscal year (July through June). If you work part-time you may be reimbursed for either (1) one course per semester or term, not to exceed two courses per fiscal year, or (2) two courses per semester or term on a prorated basis, not to exceed four courses per fiscal year.

Tuition reimbursement: Eligible employees may receive a reimbursement of tuition fees up to a maximum of \$1,500 per fiscal year. The maximum reimbursement will be prorated for part-time employees. Reimbursable expenses include course fees and mandatory or educational service fees; except for registration, laboratory fees, late fees and books/course materials costs.

Course attendance: Employees who receive tuition reimbursement to attend classes at other colleges and universities are expected to do so outside of regular work hours.

Application and reimbursement procedures: Application prior to the beginning of classes is not required. Tuition reimbursement depends on the successful completion of the course. Grades for successful completion are "C" or better for undergraduate courses and "B" or better for graduate courses. Submit a tuition reimbursement application form to Human Resources within 90 days of the successful completion of the course. This application must be accompanied by your grade for the course and an itemized tuition bill. You will normally be reimbursed in your next paycheck following receipt of this documentation. No reimbursement will be made to employees who leave the college before completing the course.

Tax issues: Please consult with Human Resources regarding current legislation on the taxability of tuition benefits.

Questions: For questions regarding this tuition plan, please refer to the full description in your handbook or contact the tuition benefits administrator in Human Resources at x2273.



Tuition Benefit Application

Employee Tuition Reimbursement

SECTION 1 = Employee Information (please print)

Name: _____ Employee ID: _____

Department: _____ Campus Ext: _____

SECTION 2 = Course Information

Name of college or university attending: _____

Term Applying for: _____ Fall _____ Winter _____ Spring _____ Summer

Course Title: _____ Credits: _____

Course Title: _____ Credits: _____

Course(s) are consider eligible as follows:

- GED preparation courses and exam fees.
- Job-related courses taken for academic credit.
- Course(s) can be applied toward an academic degree (work related or improvement of job skills).

Are you receiving any financial aid other than this grant? _____ Yes _____ No

Are you enrolled for any Smith courses this semester? _____ Yes _____ No

***A copy of the itemized tuition bill along with a copy of the final grade must be attached to this application in order for it to be processed.**

I have provided complete and accurate information on this application in accordance with the Tuition Assistance program. I understand that any inaccurate information I provide on this application may adversely affect eligibility for a tuition benefit under this plan, and that Smith College may seek to recover from me any benefits paid based on any inaccurate information provided.

Employee Signature: _____ **Date:** _____

SECTION 3 = Human Resources

BNF Elg Date: _____ Bnf FTE: _____ Academic Year: _____

\$1500 or \$1,125 \$ \$

Benefit Amount Total Tuition Amount Reimbursement Amt

Fall	
Winter	
Spring	
Summer	

HR Signature: _____ Date: _____