



# Tufts University

## Staff Employee Tuition Reimbursement Benefit Application

All applications must be submitted to Human Resources for approval at least fifteen (15) days before the start of the class. Approval is subject to the terms of the Staff Employee Tuition Reimbursement Benefit Program.

The following documents (easily obtained online from the school or program) must accompany each application:

- ◆ A description of the course(s) listed on this application
- ◆ Information validating the tuition cost entered on this application

Personal Information			School/Program Information
Employee Last Name	First Name	MI	Name of School/Program
Employee ID #	Street Address		
Campus Phone #	City, State, Zip		

**Course Dates**

Begin: \_\_\_\_\_

End: \_\_\_\_\_

**Type of Course**

\_\_\_ In Class

\_\_\_ Correspondence

\_\_\_ On-Line

**Toward Degree of**

\_\_\_ Associate

\_\_\_ Bachelor

\_\_\_ Masters

\_\_\_ Doctorate

**Degree In:** \_\_\_\_\_

Course Information	Course Number	Credit Hours	Tuition Cost
1.			
2.			
3.			

**Tuition Reimbursement Applied For**

\$ \_\_\_\_\_ **Total Tuition Cost** *(tuition only, no fees)*

\$ (\_\_\_\_\_) **Less Other Financial Aid**  
*(a loan which must be paid back is not considered financial aid)*

\$ \_\_\_\_\_ **Total Reimbursement Requested**

**Current Job Title:** \_\_\_\_\_

**Please explain why this course and/or degree is job related to your current position at Tufts:**

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\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor's Signature Date Supervisor's Printed Name

**Human Resources Use Only**

Approved

Denied

HR Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Staff Tuition Reimbursement

### Application Process:

To apply for the Staff Tuition Reimbursement Program, please complete a Tuition Reimbursement Application and send it to [Tufts Support Services](#).

The application **must be received fifteen (15) days before you enroll or make a financial commitment.**

The following three items are required for the application to be considered complete:

- **A completed Tuition Reimbursement Application (with supervisor's signature).**
- **An Official Course Description (found in the institution's brochure/catalog).**
- **Verification of the Tuition cost (p/credit hour or per course) listed on the completed application.**

### Reimbursement Process:

Employees must complete the [Request for Payment](#) form and submit the form to [Tufts Support Services](#) **within 60 days of the completion of your course.** The Request for Payment form must be accompanied by:

- **Proof of payment of tuition charges (i.e. copy of a canceled check, credit card receipt, student account statement of charges and payments from the institution, etc.).**
- **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.

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. The maximum reimbursement per fiscal year (July 1 through June 30) is \$4,000.00

The date of the actual reimbursement will determine the fiscal year to be affected.

For details on the Tuition Reimbursement Program visit the [HR Benefits Website](#)