

1. INTRODUCTION:

The Staff Employee Tuition Reimbursement Program has been developed to help full-time Tufts University non-faculty staff members 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 non-faculty staff members 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. Tufts Support Services authorizes reimbursement from University Funds allotted for Tuition Reimbursement, and is responsible for the administration, interpretation, and application approval/disapproval process for this program.

2. ELIGIBILITY:

To be eligible for the Staff Employee Tuition Reimbursement Program, an employee must:

- be an active, regular, full-time, benefit-eligible non-faculty staffmember.
- have completed one year of full-time employment before the course begins.

3. 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 1st to June 30th. The date the reimbursement is made will determine the employee's fiscal year \$4,000 maximum from which the reimbursement will be deducted.

4. 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 (such as registration, graduation, library, student activities, labs, etc.) are not covered under this program.

5. OTHER EDUCATIONAL ASSISTANCE BENEFITS:

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

- **Note:** A loan which must be paid back by the employee is not considered financial aid. If an employee receives education assistance, the amount reimbursable under this program will be based on the tuition charge(s) less any and all financial aid received. What follows are two examples to illustrate this policy:

EXAMPLE 1

\$1,000	Tuition Cost
<u>(\$500)</u>	Less other Financial Aid
\$500	Eligible Tuition Reimbursement Expenses
<u>(\$500)</u>	100% Total Covered Tuition by Tufts
\$0	Remaining Employee Obligation

EXAMPLE 2

\$7,000	Tuition Cost
<u>(\$500)</u>	Less Other Financial Aid
\$6,500	Eligible Tuition Reimbursement Expenses
<u>(\$4,000)</u>	100% Total Covered Tuition by Tufts
\$2,500	Remaining Employee Obligation

6. ACCEPTABLE COURSES AND SCHOOLS:

All Staff Employee Tuition Reimbursement Benefit Applications are subject to approval by Tufts Support Services. 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 certificates indicating satisfactory completion.
- Review courses and examinations for initial trade or professional licenses or certifications.
- Job related degree programs (including approved, required, and elective degree courses)

The following do not qualify for tuition reimbursement:

- Professional seminars and workshops.

7. ACCEPTABLE HOURS:

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

8. APPLICATION PROCEDURES:

Tufts Support Services is responsible for the administration of this program, the interpretation of the program's policies 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:

A. Benefit Application: Staff Employee Tuition Reimbursement Benefit Applications may be obtained by visiting Access Tufts at: <https://access.tufts.edu/get-work-done/benefits-resources/benefit2018/other2018/staff-tuition-nxtyr> or by contacting Tufts Support Services 617-627-7000.

- Employees must complete the section on the Tuition Reimbursement Benefit Application regarding tuition cost and how the course(s) or degree is related to their present job.
- A description of the course(s) to be taken and information detailing tuition charges must be attached to all Applications. The most acceptable attachments are the appropriate pages from the institution's website, brochure or catalogue.

B. Required Supervisory Signature: Employees are required to obtain a Supervisor's signature on all Tuition Reimbursement Application(s). The signature is to ensure the supervisor is aware of the employee's educational plans. A Supervisor's signature does not imply approval of the application for Tuition Reimbursement.

C. Submission Instructions: Applications for Tuition Reimbursement must be submitted to Tufts Support Services fifteen (15) days before the start of the class/program.

- Applications can be mailed, faxed, or sent electronically, to:

Tufts Support Services
62R Talbot Avenue
Medford, MA 02155
P: 617.627.7000
F: 617.627.7001
tss@tufts.edu

- Upon a review of the Tuition Reimbursement Application, Tufts Support Services will send the employee an email stating the approval or disapproval of the Application.

9. REIMBURSEMENT PROCEDURES:

Requests for reimbursement will be processed within a reasonable period of time. After processing is complete, reimbursement will be included in the employee's paycheck. Reimbursements are non-taxable income. Employees are to use the following steps when applying for reimbursements under this program:

A. Request for Reimbursement Form: A Request for Reimbursement form may be obtained by visiting Access Tufts at <https://access.tufts.edu/get-work-done/benefits-resources/benefit2018/other2018/staff-tuition-nxtyr> or by contacting Tufts Support Services 617-627-7000. The following attachments must accompany the Request for Reimbursement Form. Without these required attachments, a request for reimbursement will not be processed:

- Proof of tuition payment (i.e. canceled check, credit card receipt, student account statement 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*).

B. Submission Instructions: A Request for Reimbursement Form (along with the required attachments) must be submitted to Tufts Support Services within sixty (60) days of satisfactorily completing a course in order to be reimbursed for approved tuition expenses.

- Requests for Reimbursement can be mailed, faxed, or sent electronically, to:

Tufts Support Services
62R Talbot Avenue
Medford, MA 02155
P: 617.627.7000
F: 617.627.7001
tss@tufts.edu

10. TAXATION OF REIMBURSEMENT

Tuition reimbursement payments not considered taxable income.

11. 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.

12. APPEAL PROCESS

If a Staff Employee Tuition Reimbursement Benefit Application is denied, Tufts Support Services will notify the employee in writing as to the reason(s) for the denial. If an employee wishes to appeal the decision, the employee must submit in writing the reason(s) why the course(s) or program should be considered eligible for reimbursement. Tufts Support Services can be contacted at (617) 627-7000 or tss@tufts.edu. The HR Benefits Department will review the appeals and will notify the employee in writing of their decision upon review.

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