

## Staff Tuition Reimbursement Request for Payment

All requests for payment must be forwarded to Tufts Support Services for final approval within sixty (60) days of course completion. Attach a copy of official proof of passing the course (from the institution) and a copy of proof of payment for the course. Only tuition fees are reimbursable. This program does not duplicate other aid. Approval is limited to those courses or programs itemized on this form, and are subject to the terms of the Program.

- \* Complete Request for Payment Form
- \* Attach Proof of payment of tuition charges (i.e. student account statement of tuition charges/payments from institution, credit card receipt)
- \* Attach Proof of Satisfactory Course Completion. indicating employee has achieved a passing grade or course certificate
- \*Submit to: Tufts Support Services: Email: [tss@tufts.edu](mailto:tss@tufts.edu) Web: <https://tuftstss.force.com>

| Personal Information <small>Please Print</small> |                     |      | School Attended Information |          |
|--|---------------------|------|-----------------------------|----------|
| Employee Last Name                               | First Name          | MI   | School or Program Name      |          |
| Employee ID                                      |                     |      | Street Address              |          |
| Campus Address                                   | Campus Phone Number | City | State                       | Zip Code |

|  |   |  |  |
|--|---|--|--|
| <b>Term of Semester:</b><br>(Month/Day/Year)<br>Begin Date:<br>End Date: | <b>Type of Course:</b><br><input type="checkbox"/> Day<br><input type="checkbox"/> Evening<br><input type="checkbox"/> Correspondence | <b>Toward Degree of:</b><br><input type="checkbox"/> Associate<br><input type="checkbox"/> Bachelor<br><input type="checkbox"/> Other: | <b>Expected Date of Degree:</b><br>(Month/Day/Year)<br>Date: |
|--|---|--|--|

### Course information

| Course Title (List each separately) | Catalogue Number | Credit Hours | Tuition Cost |
|-------------------------------------|------------------|--------------|--------------|
| 1.                                  |                  |              |              |
| 2.                                  |                  |              |              |
| 3.                                  |                  |              |              |

|                              |             |                              |
|------------------------------|-------------|------------------------------|
| <b>Tuition Reimbursement</b> | \$          |                              |
|                              | \$ (      ) | <b>Tuition Total</b>         |
|                              | \$          | <b>Less Other Aid</b>        |
|                              |             | <b>Total Covered Tuition</b> |

In accordance with the Program, I certify that this statement of my costs is complete and accurate to the best of my knowledge and that I am receiving no financial assistance with this study except as stated here.

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

| Tufts Support Services Use Only |                    |
|---------------------------------|--------------------|
| † Approved                      | Dept. I.D. U000001 |
| † Denied                        | Account 2237       |
| H.R.                            |                    |
| Signature :                     |                    |
| Date:                           | \$                 |

## Staff Tuition Reimbursement

### How to Apply

Applications for Tuition Reimbursement must be submitted to Tufts Support Services no earlier than two months prior to the start of class, but no later than fifteen (15) days before the start of the class/program. Approval is subject to the terms of the Staff Employee Tuition Reimbursement Benefit Program.

- \* Complete **Tuition Reimbursement Application form** (supervisor's signature required)
- \* Attach an official course description from the school website/brochure/catalog
- \* Attach official verification of the tuition cost (per credit hour or per course) from the school website/brochure/catalog (fees not covered)
- \* Submit to: Tufts Support Services: Email: [TSS@tufts.edu](mailto:TSS@tufts.edu) Web: <https://tuftstss.force.com>

### How to Get Reimbursed

Once you have completed the course you must submit the following to Tufts Support Services within 60 days of the completion of your course.

- \* Complete **Request for Payment Form**
- \* Attach Proof of payment of tuition charges (i.e. student account statement of tuition charges and payments from the institution, copy of a canceled check, credit card receipt).
- \* Attach Proof of Satisfactory Course Completion. Satisfactory Course Completion means that the employee has achieved a passing grade or course certificate.
- \* Submit to: Tufts Support Services: Email: [TSS@tufts.edu](mailto:TSS@tufts.edu) Web: <https://tuftstss.force.com>

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.

Plan details and forms can be found on the [Access Tufts website](#)