

## Harcum College Tuition Reimbursement & Reduction Policy

Who is eligible? Full-time employees.

Harcum College is committed to the academic and professional development of its employees. It is important that employees increase the effectiveness of their performance in their present positions and as such, Harcum College encourages employees to obtain skills, knowledge and abilities that may improve their opportunities for career advancement within the College.

Subject to approval and availability of funds, all full-time faculty and staff employees, upon completion of their 90-day introductory period, may enroll in credit bearing courses and degree programs at the undergraduate and graduate level at accredited educational institutions. Employees will be reimbursed up to \$3,500.00 per fiscal year, upon submitting to their supervisor and Human Resources proof of the successful completion of their course. The employee must earn a grade of C or better. Before enrolling in a course, the employee must take an application for tuition reimbursement form to his or her supervisor for signature. After the supervisor has signed, the employee must send the form to Human Resources.

Course must be taken for credit at an accredited, degree granting college or university. Courses may be taken in either a non-degree or degree status. Course should normally be taken after working hours. However, if the course is not offered at that time and the course is during working hours, the employee must have the approval of his or her supervisor, who must verify that the employee's attendance at classes will not adversely affect department services. The employee will make up the time devoted to classes taken during working hours. Enrollment in courses by one employee in a department should be managed so that it does not create extra work for co-workers.

Courses specifically excluded from reimbursement under this policy are workshops, seminars, conferences, institutes, and courses at non-degree granting institutions. Where these are determined by a department to be directly related to the performance of an employee's job, departments may send an employee but must fund the cost from their departmental budget for professional development. In these cases, departments may determine their own eligibility requirements.



**IMPORTANT!**

Please read before submitting your Tuition Reimbursement application.

**SECTION 1**

This should be completed by the employee prior to the course enrollment and submitted to his/her supervisor for approval. The form should then be submitted to the Office of Human Resources. Human Resources will return the approved form to the employee.

**SECTION 2**

This should be completed by the employee after completing the course and submitted to his/her supervisor along with all receipts and a grade report. The supervisor should sign the form and forward it to the Office of Human Resources to calculate the total reimbursement amount. Human Resources will then forward a copy of the form with all the receipts and grade report to Accounting for payment.

**POLICY HIGHLIGHTS**

- Course must be taken for credit at an accredited, degree granting college or university. Courses may be taken in either a non-degree or degree status.
- Courses specifically excluded from this benefit are continuing education, certification classes, workshops, seminars, conferences, institutes and courses at non-degree granting institutions.
- Full-time faculty may use this benefit for continuing education units if their program accreditation requires them.
- Employees must complete the approved course(s) and receive a grade equivalent to a grade "C" or higher to be eligible for reimbursement.
- Eligible full-time employees will be reimbursed up to \$3,500 for **tuition only** during the fiscal year. The expenses will be charged to the fiscal year in which the course is completed. Any tax liability if applicable under IRS Code is the responsibility of the employee.
- If an employee is eligible for a scholarship, military reimbursement, or other similar educational benefits, Harcum College will reimburse the employee for only those costs which exceed the provisions of such benefits.

# TUITION REIMBURSEMENT APPLICATION

Employee Name: \_\_\_\_\_ Date of Hire \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you eligible for military benefits or scholarships/grants? Y or N

**SECTION 1: To be completed by employee and signed by supervisor prior to enrollment.**

Is this class part of a formal Undergraduate Program? Y or N Graduation Date \_\_\_\_\_

Is this class part of a formal Graduate Program? Y or N Graduation Date \_\_\_\_\_

Is this class part of a program accreditation requirement? Y or N

Name of Institution	Course Title/Course Number	Semester /Quarter	Credit Hours	Estimated Cost
				\$
				\$
				\$

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

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by Human Resources after initial approval from supervisor.

Tuition Reimbursement Available: \$ \_\_\_\_\_ Fiscal Year \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

**After receiving HR approval, please keep this original and re-submit with grades and receipts.**

**SECTION 2: To be completed after passing the course(s).**

Completion Date	Grade (Please attach grade report)	Actual Costs (Please attach receipts)
		\$
		\$
		\$
	Total Cost	\$

Signature and date of Supervisor Authorizing Payment \_\_\_\_\_

\*\*Any tax liability if applicable under IRS Code is the responsibility of the employee.