



## TUITION REIMBURSEMENT PLAN POLICIES & PROCEDURES

Effective October 2013

Applicants must submit an application one month prior to or one month following the beginning of the semester (we urge applicants to apply prior to the beginning of the semester, so that alternate decisions can be made on a timely basis if, for any reason, an individual course or a course of study cannot be approved under the provisions of the plan). **No application will be considered if submitted later than one month after the beginning of the semester, unless there is a legitimate, compelling reason for the delay.** A detailed explanation should be provided with appropriate supporting documents.

1. The Tuition Reimbursement Policy applies to tuition charges only. Fees, books, and other charges will not be considered eligible expenses.
2. Courses must be taken at an accredited institution, leading to qualification in a field in which work is currently being performed within Einstein, or leading to a degree even though such courses are not necessarily related to the employee's job.
3. Workshops, seminars, lecture series, symposia, etc. will not be approved for reimbursement under this policy. However, short term courses of a technical nature given at an accredited institution and related to the acquisition of new skills that are necessary for the proper performance of an employee's current job, will be eligible under this policy.
4. Employees eligible for allowances from other sources, including TAP, BEOG, GI Bill, Scholarship, Fellowship, Grant-in aid, etc. will be reimbursed for the difference between the covered tuition costs and the allowances from these outside sources.
5. Courses must be taken on the employee's own time. Employees may utilize accrued vacation time to attend approved courses that the University determines that there is no interference with its operational needs.
6. To be eligible for reimbursement, an employee must be actively employed by the University for the time a course of study is initiated through the time the course is completed. An Employee terminating his or her employment with the University prior to the successful completion of his/her courses of study forfeits any reimbursement that would normally have been due. Permanent employees who are laid off are entitled to receive the same reimbursement benefits for that semester that they would have received had they remained actively employed by the University. An employee on a leave of absence is not eligible for reimbursement.



7. Evidence of successful course completion in the form of an official transcript, or student grade report along with a zero balance bursar's receipt must be submitted prior to reimbursement. Successful course completion is defined as a passing grade consistent with the grading system of the institution at which the employee took the course (s). Any employee who does not receive a passing grade in a course will not be reimbursed for such tuition costs.
  
8. Upon timely submission of all completed documentation, reimbursement will be included in your paycheck as soon as administratively feasible.

If you have any questions regarding tuition, please call The Benefits Office at 718-430-2547.