Yeshiva University

HUMAN RESOURCES
TUITION REIMBURSEMENT POLICY

Please return all completed forms to:
University Benefits
The Office of Human Resources
1300 Morris Park Avenue, Room 1203
Bronx, N.Y. 10461
Tel 718.430.2547 ▪ Fax 718.430.3736
benefits@einstein.yu.edu

EINSTEIN EXEMPT STAFF

PURPOSE:
To provide tuition reimbursement for eligible Einstein Exempt Staff attending an educational institution accredited by the American Council of Education.

ELIGIBILITY:
All regular, full-time Einstein Exempt Staff employed by (on the payroll of) Yeshiva University.

RESPONSIBILITY:
The Chief Human Resources Officer is responsible for the interpretation and administration of this policy.

GENERAL PROVISIONS:
The following provisions are applicable to Einstein's Tuition Reimbursement Policy:

A. Reimbursement of tuition costs will be approved for those full-time employees taking courses or degree programs which are determined by the College to be directly related to the employee's current assignment or to reasonably available promotional opportunities at the College, and whose completion does not conflict with professional and operational responsibilities.

B. Full-time employees taking undergraduate or graduate courses are entitled to 100% reimbursement of full tuition costs up to a maximum of five thousand ($5,000) dollars per fiscal year (July 1st – June 30th).

C. Persons eligible for tuition allowances from other sources including the G.I. Bill, scholarship, fellowship, grants-in-aid, etc. will be reimbursed for the difference between the full tuition costs and the allowances from these outside sources in accordance with (A) above.

EXAMPLE:	Tuition costs	$1,000.00
	Amount reimbursed under G.I. Bill	$700.00
	Amount of Einstein reimbursement	$300.00

D. The hours during which the course(s) of study are taken shall not conflict with the employee's normal work schedule and time spent attending school will not be compensated for by the College except when a bona fide scheduled vacation.

E. Only courses taken at an accredited educational institution, school, college or university for college credit fall under the purview of this policy.

F. After considering the recommendations of the employee's appropriate Department Head, final approval will be determined by the Director of University Benefits.

G. Workshops, seminars, lecture series, symposia, etc. will not be approved for reimbursement under this policy. However, continuing education courses 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 shall be eligible under this policy.

H. Evidence of successful course completion in the form of an official transcript, or a student report 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.

I. To be eligible for reimbursement, an employee must be actively employed by the College from the time a course of study is initiated through the time the course is completed. An employee terminating his/her employment with the College prior to the successful completion of his/her course of study **FORFEITS ANY REIMBURSEMENT** that would normally have been due.

J. After completion of all coursework, reimbursement for a student's thesis and/or dissertation tuition will continue for a student up to a maximum of one (1) year while working towards a Master's thesis and two (2) years while working toward a Doctoral thesis.

K. The Tuition Reimbursement Policy applies to tuition charges only. Fees, books, and other charges will not be considered reimbursable expenses.

L. The IRS allows undergraduate and graduate courses for employees to be excluded from taxes up to $5,250 per year.

PROCEDURE:

1. Requests for tuition reimbursement approval must be submitted to the Benefits Office no later than one month after course begins. The forms are available through our HR website at www.yu.edu/hr and must be filled out completely and submitted with a course description. The department's recommendation is required before any request for approval of tuition reimbursement will be processed by the Benefits Office. If, for valid reasons, the application cannot be submitted on time, the employee should attach a memorandum to the tuition reimbursement application and send both forms to the Benefits Office explaining the delay. Otherwise, late applications will not be considered. Notifications regarding approval or rejection will be sent to the employee in the event of rejection an explanatory note will be provided.

2. Upon completion of an approved course(s) the employee must submit the approved copy of the application with duplicate copies of both the bursar's receipt and official transcript or student report evidencing successful completion of the course(s) work. The bursar's receipt must be itemized so that the tuition is shown separately from the fees. Requests for reimbursement must be submitted to the Benefits Office within two (2) months following completion of the course(s). If the employee foresees a delay in grades or bursar's receipt, the Benefits Office should be contacted within the two month period and told papers are forthcoming.

3. The Benefits Office is responsible for approving and verifying the eligibility of the applicant and the accuracy of the information, will request that reimbursement be paid to the Exempt Staff as soon as administratively feasible. The reimbursement will be included in the Exempt Staff Member's paycheck.

   The University reserves the right to prospectively modify or withdraw the benefits outlined and/or change eligibility requirements.

   If you have any questions or comments please contact the Benefits Office at (718) 430-2567 or email **benefits@einstein.yu.edu**.