
There are two (2) different tuition plans available to eligible employees depending on their present position and course of study.

Plan A – General Tuition Reimbursement

Plan B – Tuition Loan Program

You will be given a copy of the appropriate forms for your records.

FORMS REQUIRED

Plan A – General Tuition Reimbursement

- Application – Complete every term or semester. Approved forms must be submitted to your tuition coordinator 30 days prior to the beginning of the school term.
- Educational Tax Status Form – Complete once for your entire degree, unless you change majors (graduate level only).
- Course Plan – Complete once for your entire degree, unless you change majors.

Plan B – Tuition Loan Program

- Application – Complete every term or semester. Approved forms must be submitted to your tuition coordinator 30 days prior to the beginning of the school term.
- Loan Agreement – Complete once for your entire degree.
- Educational Tax Status Form – Complete once for your entire degree, unless you change majors (graduate level only).
- Course Plan – Complete once for your entire degree, unless you change majors.

I INSTRUCTIONS

- Complete all information on the Tuition Assistance Application every term or semester. Approved forms must be submitted to your tuition coordinator 30 days prior to the beginning of the school term. A separate form is required for each college or university you attend. Include actual semester start and end dates.
- Signature of the employee is required.
- Department management approval and signature is required.
- Submit completed form to Human Resources Department for approval and processing.
- Submit a statement from the school indicating courses applied for and cost (Plan B only).
- Submit receipt(s) for course related books to Human Resources Department for processing (Plan B only).

Allow 2 to 4 weeks for processing. For Plan B participants a copy of the approval letter to the school will be sent to your home for your records.

II DUE UPON COURSE COMPLETION

- Submit a grade report. If from the school's web site the printed copy should display employee's name and/or social security number.
- Submit an itemized fee statement from the college or university (Plan A only).
- Submit receipt(s) for course related books (Plan A only).
- Submit an itemized statement of any veteran's benefits, grants, or scholarship awards received for tuition or lab fees.
- Forward forms to the Human Resources Department within 30 days of semester end date.

Employees are responsible for making certain their grades are submitted to tuition coordinator within 30 days from the semester end date for both plans.