

## Tuition Reimbursement Programs

Applies to: All benefits-eligible employees

### Policy Statement:

Dartmouth encourages employees to develop their knowledge and skills through continuing education. The College supports these educational activities, through the Tuition Assistance Plan (TAP) and the Grant-in-Aid Program. To participate in any course, employees must first understand that class time is not considered regular working hours. Employees should consult with their managers prior to enrolling in courses.

<b>Plan</b>	<b>Eligibility</b>	<b>How to Apply</b>	<b>Regulations</b>	<b>Reimbursement</b>
Tuition Assistance Plan (TAP)	Available to employees who have completed 1 continuous year of service and who are not currently on a leave of absence. Employees who separate from the College prior to completing a course will no longer be eligible for TAP.	Complete a Tuition Assistance Request Form (link below) and submit form to Tuition Assistance Manager, HB 6042 prior to enrolling in a course. Following the completion of a course submit proof of payment and grade to Tuition Assistance Manager.	1) TAP is granted to employees who wish to enroll in courses at any nationally accredited college or university. 2) The Office of Human Resources must approve the use of TAP prior to the first day of class.	Employees may have 100% of the cost of course registration and tuition fees reimbursed up to \$2,000 per fiscal year for successfully completed courses (C- for associate or undergraduate and B- or better for graduate, post-graduate, Ph.D.s, certifications, or seminars are not covered).
Grant-in-Aid Program	Available to employees, on a space-available basis, after 1 continuous year of employment. Available to spouses or domestic partners of employees.	Contact HR for more information on enrolling in this program.	Subject to the regulations governing special students at Dartmouth, graduate studies, and professional schools.	See notes.

Dartmouth College  
Employment Policies and Procedures Manual  
Policy last updated: April 13, 2009

**Notes about Grant-in-Aid:**

1. Undergraduate courses will be reimbursed 100% for one course per term (cost \$4,892 for FY-09) for full-time employees; pro-rated for less than full-time; 50% for spouses/domestic partners.
2. Graduate courses will be reimbursed 100% for one course per term in a calendar year (cost \$4,892 for FY-09) for full-time employees; pro-rated for less than full-time; 50% for spouses/domestic partners. The maximum tax-free benefit allowed by the IRS is \$5,250. Once you have exceeded the \$5,250 limit you will be taxed on this benefit as if it were earned income (“imputed income”).
3. Enrollment in courses offered by the professional schools (Dartmouth Medical School, Thayer School of Engineering and Tuck School of Business) is limited to two courses in a five-year period and Grant-in-Aid is not offered to matriculating students.

**Documentation:**

The Tuition Assistance Request Form is available at: [www.dartmouth.edu/~hrs/profldev/tap.htm](http://www.dartmouth.edu/~hrs/profldev/tap.htm)