

# Educational Assistance Program Specifications

## Overview

Dartmouth College encourages employees to increase their knowledge and skills by taking courses toward completion of a degree or to enhance their knowledge of a particular subject area. The Educational Assistance Program is one way the College supports such educational activities. This program provides reimbursement to eligible employees for educational courses that meet the criteria as outlined below.

## Employee Eligibility

The program is available to benefits-eligible employees who are actively at work for one year of continuous regular employment. Participants who separate from Dartmouth College for any reason prior to the completion of an approved course will not be eligible.

## Eligible Courses

To be eligible for reimbursement under the Educational Assistance Program, a course must meet the following criteria:

- be relevant to a current or future job
- be offered as part of an Associate, Bachelor, Master, or Doctoral degree program by a nationally or regionally accredited institute of higher education
- culminate in a letter grade or letter grade equivalent of C- or higher for associate or undergraduate courses, and B- or higher for graduate courses
- begin after the date the employee meets the requirements for program eligibility.

Courses offered through seminars or certificates are not eligible for reimbursement under this program.

## Reimbursable Expenses

Eligible educational expenses (tuition/registration fees/books) paid by the employee may be reimbursed up to \$2,000 per calendar year (January – December). This maximum reimbursement is pro-rated for part-time employees. The maximum reimbursement includes any benefits received through the [SEIU Tuition Reimbursement Program](#).

The following expenses are not eligible for reimbursement under this program:

- Conference and seminar registration fees
- Continuing Education Units (CEU)
- Membership, licensing and exam fees
- Travel, lodging, meals and parking expenses
- Supplies and other miscellaneous fees
- Shipping and handling fees

## Process for Application and Course Approval

Interested employees must submit a completed [Educational Assistance Request Form](#) to the Program Manager in the Office of Human Resources *for* approval prior to beginning a course for which reimbursement is requested. Be sure to maintain a copy of this request for your records.

## Reimbursement Process

Upon satisfactory completion of the course, the employee should submit proof of grade (online grade report or transcript acceptable) and proof of payment to Program Manager in the Office of Human Resources prior to the end of the calendar year in which the course was completed (December 31). Participants are strongly encouraged to submit documents, proof of completion and receipts as soon as they become available.

Itemized receipts and evidence of completion must accompany the request for reimbursement. Only original or online itemized receipts will be accepted. The receipts should indicate the following:

- Name of educational institution
- Employee name indicating payment was made by employee
- Form of payment (check, cash, credit card, loan, etc.)
- Date of payment
- Itemized detail of eligible fees (tuition, books, etc.) including course name(s) and cost

Examples of unacceptable proof of payment include:

- Receipts with a name other than that of the employee
- Credit card statements
- Bank account statements
- Copy or carbon of a personal check
- Student loan applications

After your receipts and proof of successful completion have been received by Human Resources, the Request for Payment is routed through OnBase for payment.

Please be advised that reimbursement payments will be direct deposited to the employee bank account listed on file in the Payroll system (HRMS). Participants are encouraged to have all payables be direct deposited; direct deposit can be set up through [Employee Self Service](#).

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