

Educational Assistance Programs

Program description for the Educational Assistance, SEIU Educational Assistance, and GED/HiSet Educational Assistance Programs

Overview

Dartmouth College encourages employees to increase their knowledge and skills through educational assistance programs. The Benefits Office in the Office of Human Resources administers them. This document describes the three reimbursement programs and the rules that apply to all of them.

Tuition grants for courses taken at Dartmouth are a separate benefit. They are described on the [Additional Benefits page](#).

The Three Programs at a Glance

The table lists each program, who it is for, its yearly limit, and the form to use.

Program	Who it is for	Yearly limit	Form
Educational Assistance Program	Benefits-eligible employees, for pre-approved courses toward a degree at an accredited college or university.	Up to \$2,000 per calendar year.	Educational Assistance Request Form
SEIU Educational Assistance Program	Benefits-eligible SEIU employees, for vocational training programs that are not eligible under the Educational Assistance Program.	Up to \$2,000 per fiscal year (July 1 to June 30), including anything received through the Educational Assistance Program.	SEIU Educational Assistance Program Application
GED/HiSet Educational Assistance Program	Benefits-eligible employees who want to earn a high school equivalency credential.	Up to \$300 per calendar year.	GED/HiSet Educational Assistance Program Application

Educational Assistance Program

Overview

Dartmouth encourages employees to take courses toward completion of a degree, or to build their knowledge of a particular subject area. This program reimburses eligible employees for educational courses that meet the criteria below.

Employee eligibility

The program is available to benefits-eligible employees who are actively at work for one year of continuous regular employment. If you separate from Dartmouth for any reason before completing an approved course, you are not eligible for reimbursement.

Eligible courses

To be eligible for reimbursement, a course must:

- 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 institution of higher education;
- end in a letter grade or letter grade equivalent of C- or higher for associate and undergraduate courses, or B- or higher for graduate courses; and
- begin after the date you meet the requirements for program eligibility.

Courses offered through seminars or certificates are not eligible.

Reimbursable expenses

Eligible educational expenses (tuition, registration fees, and books) that you pay may be reimbursed up to \$2,000 per calendar year (January through December). This maximum is pro-rated for part-time employees. It includes any benefits you receive through the SEIU Educational Assistance Program. The Benefits Office reviews the calendar year and fiscal year amounts together and applies the limits accordingly.

These expenses are not eligible:

- Conference and seminar registration fees
- Continuing Education Units (CEUs)
- Membership, licensing, and exam fees

- Travel, lodging, meals, and parking expenses
- Supplies and other miscellaneous fees
- Shipping and handling fees

How to apply

Complete the [Educational Assistance Request Form](#) and submit it to the Benefits Office for approval before you begin the course. If you are asking for an adjustment to your work schedule, your supervisor or department head must also sign the form. Otherwise, the form goes directly to HR. Keep a copy of the request for your records.

SEIU Educational Assistance Program

Overview

This program supports career advancement training for SEIU employees. It encourages SEIU employees to pursue vocational training programs that are not eligible for reimbursement under the Educational Assistance Program.

Employee eligibility

The program is available to benefits-eligible SEIU employees who are actively at work for one year of continuous regular employment. For this program, hiatus periods count as time actively worked. If you separate from Dartmouth for any reason before completing an approved program, you are not eligible for reimbursement.

Eligible courses

To be eligible for reimbursement, a course or class must:

- be pre-approved;
- be relevant to a current or future job;
- be offered by a licensed program;
- end with evidence of satisfactory completion, such as a certificate; and
- begin after the date you meet the requirements for program eligibility.

Reimbursable expenses

Eligible educational expenses (tuition, registration fees, and books) that you pay may be reimbursed up to \$2,000 per fiscal year (July 1 through June 30). This maximum is pro-rated for part-time and nine-month employees. It includes any benefits you receive through the Educational Assistance Program. The Benefits Office reviews the calendar year and fiscal year amounts together and applies the limits accordingly.

These expenses are not eligible:

- Membership, licensing, and exam fees
- Travel, lodging, meals, and parking expenses
- Supplies and other miscellaneous fees
- Shipping and handling fees

How to apply

Complete the [SEIU Educational Assistance Program Application](#) and submit it to the Benefits Office. Wait for notice of approval before you begin the course. Keep a copy of the request and the approval for your records.

GED/HiSet Educational Assistance Program

Overview

This program supports career advancement. It encourages employees to take and pass the GED or HiSet tests, giving those who did not complete high school the opportunity to earn a high school equivalency credential.

Employee eligibility

The program is available to benefits-eligible employees who are actively at work for one year of continuous regular employment. If you separate from Dartmouth for any reason before completing an approved course, you are not eligible for reimbursement.

Eligible courses and exams

Preparatory courses and certification exams that the Benefits Office has pre-approved. Preparatory courses and exams must be taken from an approved testing center.

Reimbursable expenses

Eligible employees are reimbursed for 100% of the cost of successfully completed preparatory courses and certification exam fees, up to a maximum benefit of \$300 per calendar year (January through December).

These expenses are not eligible:

- Membership or licensing fees
- Travel, lodging, meals, and parking expenses
- Supplies and other miscellaneous fees
- Shipping and handling fees

How to apply

Complete the [GED/HiSet Educational Assistance Program Application](#) and submit it to the Benefits Office. You must receive notice of approval before you pay the fee you want reimbursed. Keep a copy of the request and the approval for your records.

Rules for All Three Programs

Only expenses you paid

A reimbursement is a payment for money you paid. These programs reimburse only the eligible expenses that you paid yourself.

These programs are not for courses taken at Dartmouth. Tuition for eligible Dartmouth courses is covered by the Tuition Grant Program, which pays the tuition for you. Because you do not pay that tuition, it cannot be reimbursed, and a tuition grant is not a payment you made. See the [Additional Benefits page](#) for the Tuition Grant Program.

If you paid part of the cost of an eligible course yourself, submit proof of the amount you paid.

Submitting for reimbursement

After you successfully complete the course or exam, send the following to the Benefits Office by December 31 of the calendar year in which you completed it. For the SEIU program, the deadline is June 30, the end of the fiscal year in which you completed it. Please send them as soon as you have them.

- **Proof of completion:** for the Educational Assistance Program, an online grade report or transcript; for the SEIU program, a certificate or letter of completion; for the GED/HiSet program, proof of course completion or test grade verification.
- **Proof of payment:** an itemized receipt, as described below.

Receipts

Itemized receipts and evidence of completion must accompany your request for reimbursement. Only original or online itemized receipts are accepted. A receipt must show:

- The name of the educational institution, licensed program, or service provider
- Your name, showing that you made the payment
- The form of payment (check, cash, credit card, loan, or other)

- The date of payment
- An itemized list of eligible fees, including the course names and costs

These are not accepted as proof of payment:

- A receipt with a name other than yours
- Credit card statements
- Bank account statements
- A copy or carbon of a personal check
- Student loan applications

How you are paid

Reimbursements are paid by direct deposit if you have direct deposit set up for accounts payable. Otherwise, a check is mailed to your address on file in the payroll system. You can set up direct deposit through [Employee Self Service](#).

Questions

Contact the Benefits Office at (603) 646-3588 or Human.Resources.Benefits@dartmouth.edu.