

GED/HiSet Educational Assistance Program Description

Overview

The GED/HiSet Educational Assistance Program for Dartmouth College is a benefit available to employees in support of career advancement. The primary focus of the program is to encourage employees to take and pass the GED/HiSet tests, giving those who did not complete high school the opportunity to earn their 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. Participants who separate from Dartmouth College for any reason prior to the completion of an approved course will not be eligible.

Eligible Courses

Preparatory courses and certification exams that have been pre-approved by the Program Manager in the Office of Human Resources. Preparatory courses and certification 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 exams fees, up to a maximum benefit of \$300 per calendar year (January - December).

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

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

Process for Application and Approval

Interested employees must submit a completed [GED/HiSet Educational Assistance Program Application \(pdf\)](#) to the Program Manager in the Office of Human Resources and receive notice of approval **prior to** incurring the fee for which reimbursement is requested. Be sure to maintain a copy of this request and the approval for your records.

Reimbursement Process

Upon satisfactory completion of the course or exam, the employee should submit proof of satisfactory completion (course completion or test grade verification) and proof of payment to the Program Manager in the Office of Human Resources prior to the end of the calendar year in which the course was completed. Participants are strongly encouraged to submit 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 service provider
- Employee name indicating payment was made by employee
- Form of payment (check, cash, credit card, etc.)
- Date of payment
- Itemized detail of eligible fees 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 receipts and proof of successful completion have been received by Human Resources, the Request for Payment is routed for payment through accounts payable.

Please be advised that reimbursement checks will be mailed to the employee address listed on file in the Payroll system. Participants are encouraged to have all payables be direct deposited. Direct Deposit can be set up through Employee Self Service (See employee.dartmouth.edu).

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