

SEIU Tuition Assistance Reimbursement Program Guidelines

Overview

The SEIU Tuition Reimbursement Program is a benefit available to SEIU employees in support of career advancement training. The primary focus of the program is to encourage SEIU employees in their efforts to pursue vocational training programs that are not eligible for reimbursement under the Tuition 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 purposes of eligibility for this program, hiatus periods will be considered as time “actively worked.” Participants who separate from Dartmouth College for any reason prior to the completion of an approved course will not be eligible for reimbursement.

Eligible Courses

To be eligible for reimbursement under the SEIU Tuition Assistance Program, a course/class must meet the following criteria:

- Be relevant to a current or future job.
- Be offered by a school licensed to provide training in the jurisdiction where it exists.
- Culminate with evidence of satisfactory completion such as a certificate.
- Begin after the date the employee meets the requirements for program eligibility.

Reimbursement Amount

Eligible educational expenses (tuition/registration fees/books) paid by the employee may be reimbursed up to \$2,000 per fiscal year (July – June). This maximum reimbursement is pro-rated for part-time and nine-month employees. The maximum reimbursement includes any benefits received through the Tuition Reimbursement Program:

<https://www.dartmouth.edu/~hrs/profldev/tap.html>

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

- 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 [Tuition Reimbursement Program Application \(pdf\)](#) to the Tuition Program Manager in the Office of Human Resources and receive notice of approval **prior to** beginning a course 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, the employee should submit proof of satisfactory completion (certificate, letter of completion) and proof of payment to the Tuition Program Manager in the Office of Human Resources prior to the end of the fiscal year in which the course was completed (June 30). 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 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 to the Administrative-Provost Finance Center for payment.

Please be advised that reimbursement checks will be mailed to the employee address 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 (See employee.dartmouth.edu).

Important Reminder and Considerations

Tax Liability

Participants are responsible for any tax liability resulting from employer provided tuition assistance. Dartmouth College is required by law to report to the Internal Revenue Service the amount of tuition assistance received that is subject to taxes.

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