

Tuition Assistance Reimbursement Program Guidelines

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 Tuition 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 for reimbursement.

Eligible Courses

In order to be eligible for reimbursement under the Tuition 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, or Master's 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, certificates, or Ph.D programs are not eligible for reimbursement under this program.

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 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 *Tuition Reimbursement Program Application* (http://www.dartmouth.edu/~hrs/pdfs/tuition_assistance_request.pdf) to the Tuition 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 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 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 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).

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