

# TUITION REIMBURSEMENT PROGRAM

## FREQUENTLY ASKED QUESTIONS

### 1. What is the Tuition Reimbursement Program?

Emory provides a Tuition Reimbursement Program to eligible employees for enrollment in job-related or career path directed coursework at educational institutions other than Emory University.

### 2. Who is eligible to participate in the Tuition Reimbursement Program?

Regular active employees who work at least 20 hours or more per week are eligible to participate in the Tuition Reimbursement Program. Employees may begin participation at the beginning of the applicable institutional academic session following the date of employment in an eligible status.

### 3. Is there a waiting period to participate in tuition reimbursement program?

No, there is no waiting period to participate in the tuition reimbursement program. Employees must complete the online application available on the Human Resources website ([www.hr.emory.edu/TR](http://www.hr.emory.edu/TR)) for approval no later than 5 business days after the first day of class to confirm eligibility for reimbursement. The online application must be approved by the dean or department director or authorized designee of the school/department in which the employee works. This approval indicates verification that the employee's attendance at classes will not adversely affect departmental services. Time away should be made up on an hour per hour basis. Human Resources provide final approval or disapproval of the online application. Employees who change or drop courses must report such information online to Human Resources no later than 5 business days after the change or drop is made.

### 4. What types of courses are eligible for tuition reimbursement?

All courses taken under the Tuition Reimbursement Program must be for credit and be directly related to the employee's current job or be clearly in the career path of the employee. Courses that meet these criteria in the following programs will qualify for reimbursement:

**Degree Specific Programs** — for employees studying for associate, undergraduate or graduate degrees.

**Non-Degree Specific Courses** — for employees taking courses not related to or dependent upon a specific degree but are being taken for a credit.

**Schools** - Courses may be taken at any accredited college, university (other than Emory University), institute, or technical/trade school.

### 5. Are CEUs considered for Tuition reimbursement?

No, the courses must degree seeking or within a degree program.

**6. What is the maximum number of credit hours per academic session I can be reimbursed?**

Regular full-time employees are eligible to be reimbursed for the tuition costs of up to 5 credit hours per academic session. Regular part-time employees who work at least 20 hours per week are eligible to be reimbursed for up to 2.5 hours per academic session. Maximum reimbursement amounts will not exceed the rates charged per credit hour at an approved rate per undergraduate credit hour.

**7. What is the current maximum rate per credit hour allowed for tuition reimbursement?**

Maximum reimbursement amounts will not exceed the rates charged per credit hour at an approved rate per undergraduate credit hour. The current 2009 maximum rate per credit hour is \$203.00. Note: The rate of reimbursement is calculated based on eligible employee status, tuition cost and paid tuition out-of-pocket expense. **Maximum rates are subject to change each fall session.**

**8. When do I submit my documents for tuition reimbursement?**

Eligible active employees must submit documents online no later than 30 days following the completion of the course. The employee must forward the following to Human Resources:

**Authorized student account institutional document which reflects out-of-pocket tuition expense**

**Authorized student academic institutional document which reflects the eligible coursework and grade of "C" or passing grade in a pass/fail system**

**9. If I receive scholarships or grants and do not pay my tuition; will I receive tuition reimbursement?**

No, Emory University provides the tuition reimbursement program to assist with personal tuition cost only. **Note:** Tuition Reimbursement amount may be subject to a reduction by the amount of other scholarship and/or financial aid, including the Georgia Tuition Equalization Grant, Pell and H.O.P.E.

**10. If I receive loans to assist with my tuition cost; am I eligible to receive tuition reimbursement?**

Yes, your loans are considered personal tuition cost; however, the same tuition maximum rate calculations will apply for reimbursement.

**11. How long does it take for me to get the tuition reimbursement refunded?** **The reimbursement payment will be based upon receipt of all required online documents and the next available bi-weekly or monthly payroll schedule.**

Effective June 1, 2008, tuition reimbursement payments will be directly reimbursed on your paycheck. The reimbursement will be coded as TUN (tuition – not taxable) or TUT (tuition – taxable). Reimbursements up to \$5,250 during the calendar year are not taxable.

**12. What number may I call to ask additional questions regarding the Tuition Reimbursement program?**

You may call Human Resources at (404) 727-7550. Additionally, you can learn more about the program and the Tuition Reimbursement policy by visiting the Tuition Reimbursement website at <http://www.hr.emory.edu/TuitionReimburse>