Tuition Reimbursement Policy



1. **Purpose:**

Use this tool to provide employees with an understanding of the conditions and circumstances under which your organization will provide financial reimbursement for an employee who is enrolled in approved training or education programs

2. **Employee Eligibility**

All current full or part-time employees are eligible to apply for tuition reimbursement for an approved education or training program. Employee must have completed a minimum of X months of continuing employment with the organization (6 months for example) prior to the commencement of the program.

Permission must first be obtained a minimum of X weeks (for example 8 weeks) prior to the commencement of the education or training program commences.

3. **Program Eligibility**

For the purpose of this policy ‘education or training’ refers to formal programs of education or training offered through an accredited public college or university, private college or university, professional association or other degree or certificate granting institution approved by management.

The program of study or training must be related directly to organizational need and the employee’s current role or potential future role as identified through the employees career development review process.

Requesting employee must have completed a career development review process with a supervisor and/or human resources **and/or** the program may represent a professional designation or requirement to maintain certification or professional status, licenses or certification.

4. **Provisions**

Unless otherwise approved all training and education programs must be completed

outside of the employee’s working hours.

All employees must complete and submit a training and education request form prior to commencement of the program to ensure the program is eligible and the tuition reimbursement will be approved.

Upon completion of the training or education program if the employee receives tuition reimbursement and then resigns or quits without good cause within the next X months (6 months) the employee may be required to return any or all of the tuition reimbursement.

5. **Eligible Costs**

- Tuition costs
- Required materials (including books/texts, software, technology if relevant)
- Optional materials up to a maximum of X (X dollars or X %; for example 25%)
- Exam costs or exam preparation costs including tutorial program costs up to a maximum of X (X dollars or X %; for example 25%)

6. **Reimbursement**

The organization will reimburse an employee up to a maximum of X% (for example 50%) of the cost of tuition upon the successful completion of the approved training or education program.

Within X weeks (for example 6 weeks) of completion of the approved training or education program employees must submit a request for reimbursement form that includes an official copy of proof that the program was successfully completed.

Successful completion is defined as completing the program through attendance or with a passing grade as identified as ‘passing’ by the granting organization.

Employees must provide a copy of proof of attendance and/or successful completion and a copy of all receipts for payment along with the request for reimbursement.

Note: Tuition reimbursement may considered a taxable benefit please be aware of this at the time of application and taxes.