



Policy and Procedure Tuition Reimbursement for Higher Education Managers

Purpose of the Program

The Tuition Reimbursement Program provides reimbursement to Higher Education Managers who are enrolled in a terminal degree program related to their area of work at an accredited institution or enrolled in graduate study necessary to increase such employee's expertise in his or her area of work.

Eligibility Requirement

Eligibility is limited to active full-time Higher Education Managers.

Policy

- Participation in the Tuition Reimbursement Program is solely funded by the employee's department and is subject to the availability of funds. It is the Dean/Director/ Supervisor's responsibility to determine if sufficient funding is available to reimburse the employee. In the event that funds are insufficient to meet all requests that would otherwise be approved, reimbursement will be prioritized as follows:
 1. Employees who are enrolled in a terminal degree or graduate degree program for which the employee previously received reimbursement under the program.
 2. Employees embarking upon an approved terminal or graduate degree program.
- Employee is responsible for all fees. Only the cost of tuition will be reimbursed.
- If approved by the President of the University or his/her designee, the employee may receive tuition reimbursement at a rate of \$150.00 per credit or the actual tuition, whichever is less.
- The maximum amount of tuition reimbursement available per person will not to exceed the cost of eighteen (18) credits per calendar year and an overall maximum reimbursement of forty-five (45) credits
- Employees requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of such staff members.
- Employees not pursuing a degree are ineligible for the program.
- Tuition Reimbursement Program approval is valid only for those courses specified on the reimbursement application. No changes, alterations or erasures are permitted. If a change is necessary, a new Tuition Reimbursement Application must be completed.

PROCEDURE FOR THE TUITION WAIVER PROGRAM

- Any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Reimbursement Application, available in the Office of Payroll and Benefits, or on their web page at http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition_Waiver_Forms.htm.
- The application should be submitted to your Dean/Director or Supervisor at least ten (10) business days prior to the commencement of the semester. The Dean/Director or Supervisor will determine if funds are available for the tuition reimbursement
- A Tuition Reimbursement Application must be completed and submitted for each semester. Original applications must be sent to the Office of Payroll and Benefits as soon as you receive approval from your Dean, Director or Supervisor
- The Director of Payroll and Benefits or a designee will review the application for eligibility. If the employee is deemed eligible, an approved copy will be returned to him/her within five (5) business days
- Upon completion of the course, the employee must submit to the Office of Payroll and Benefits:
 - Evidence of satisfactory (passing grade) completion of the course
 - Original receipts for tuition costs
 - A voucher payment form approved by the supervisor indicating the general ledger FOAP from which the reimbursement will be made
- The Office of Payroll and Benefits will forward all documentation to the Accounts Payable department for processing. All reimbursement checks will be mailed to the address listed on the Voucher Payment form



Tuition Reimbursement for Higher Education Managers Program Application

Employee's Name: _____ Employee's Banner ID#: _____

Employee's Title: _____ Employee's Department: _____

Supervisor's Name: _____

Reimbursement sought for Academic Year: _____ Semester: Fall Spring Summer Winter

Institution Employee is Attending: _____

Degree Being Pursued: Graduate Degree Program Terminal Degree Program

Please provide a brief explanation of how this degree program relates to your work: _____

Courses for which Tuition Reimbursement is requested:

Table with 5 columns: Course Number, Course Name, Hours, Credits, Days. Includes three empty rows for data entry.

I certify that I have read and understand the University's policy and requirements for Tuition Reimbursement for Higher Education Managers. I certify that the above statements made by me are true, to the best of my knowledge.

Employee's Signature

Date

I have reviewed the above and determined that funds are available to process this application.

Supervisor's Signature

Date

Payroll and Benefits use only
I certify that the employee meets the qualifications of The William Paterson University Tuition Reimbursement Program for Higher Education employees.

Director Payroll and Benefits

Date

Return completed and signed form to the Office of Payroll and Benefits