



## **HUMAN RESOURCES POLICY AND PROCEDURE**

Revised Date 3/01/02	Policy No. <b>3007</b>
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### **TUITION PROGRAMS**

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#### **I. PURPOSE**

To provide specified tuition benefits to employees, spouses, domestic partners and/or dependent children.

#### **II. APPLICATION**

Employees who are eligible for benefits. To clarify if portions of this policy are covered by a collective bargaining agreement, seek counseling from Human Resources.

#### **III. POLICY**

Tuition aid is available to regular full-time and regular part-time employees, spouses, domestic partners, and dependent children of employees and/or domestic partners.

The policies and benefits governing the Tuition Assistance, Tuition Waiver and Tuition Remission programs are covered in this policy. The official statewide Tuition Waiver and Tuition Remission policies take precedence should any dispute arise over the application of these programs. Finally, under certain circumstances, these tuition benefits may be considered taxable income.

##### **A. TUITION ASSISTANCE PROGRAM**

An eligible employee may be reimbursed for a course at an accredited college or university upon successful completion of the course with a passing grade of "C" or better. GED and CLEP examination fees are also reimbursable.

Tuition Assistance does not cover the costs of books, registration or related fees such as lab or application. Also Tuition Assistance does not apply to professional meetings, conferences, seminars, correspondence courses, continuing education courses or admission exams such as the GMATS or graduate law boards or exams for licensure or registration.

##### **1. Waiting Period**

An employee must have completed the equivalent of six months of full-time employment prior to the beginning of the course.

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2. Eligibility

A current regular full-time employee who maintains full-time status for the duration of the course.

3. Tuition Benefit

A regular full-time employee may receive up to \$200 per semester up to a maximum of \$400 each academic year- September 1 and August 31.

4. General Guidelines

- a. Courses must be taken during an employee's own time and not during paid working hours.
- b. Courses not meeting the Internal Revenue Service guidelines for job-related are not reimbursable.
- c. Reimbursement is contingent upon the availability of funds. Moneys will be disbursed in the order that requests are received by Human Resources.

5. Procedure

- a. An employee must complete a **Tuition Assistance** form before the course begins. (Form # HR 037)
- b. The form should be submitted to the department head for approval and verification.
- c. Upon receipt of the form from the department head no later than ten days prior to the start of the course, Human Resources will review the application for policy compliance and will inform the employee as to whether the application is approved or denied.
- d. To receive reimbursement, the employee must submit to Human Resources proof of the grade received and a receipt of payment. This proof must be submitted within two months after the course has been completed.

B. TUITION WAIVER PROGRAM

Under this program, tuition is waived for undergraduate or graduate courses at any University of Massachusetts campus. Excluded from this policy are continuing education courses and the medical doctoral program at the University of Massachusetts Medical School.

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Tuition Waiver does not cover the costs of books, registration, or related fees such as lab or application fees.

1. Waiting Period

The tuition waiver program is available upon hire.

2. Eligibility

- Regular full-time employees and their spouses, domestic partners and dependent children up to age 25 of both employees and their domestic partners;
- Regular part-time employees; and
- Employees who are on a sabbatical, medical leave or an approved leave of absence.

3. Tuition Benefit

- A regular full-time employee and/or eligible family member(s) may be granted a complete tuition waiver for courses; and
- A regular part-time employee may be granted up to seven tuition-free credits for courses.

4. Procedure

- a. The employee must complete the **Tuition Waiver/Tuition Remission** Form before each semester begins. (Form # HR 038)
- b. The form must first be submitted to the department head for approval and then forwarded to Human Resources at least ten days prior to the start of the semester.
- c. Upon approval by Human Resources, the employee submits the Tuition Remission/Waiver form to the appropriate campus admissions office when registering.
- d. Waivers will be granted on a semester to semester basis.

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5. Tuition Waivers upon Termination, Retirement and Death

- a. An employee who terminates after the beginning of the semester may complete the semester course(s) already begun as may his/her spouse, domestic partner and dependent children.
- b. A retiree and his or her Spouse, Domestic Partner and Dependent Children shall be eligible for tuition waivers for one program of study or degree program.
- c. The spouse, domestic partner and dependent children of an employee who dies who at the time of death had the equivalent of five years of full-time service may complete their program of study without paying tuition. If not enrolled in a program of study at the time of the employee's death, the above-named family members are eligible for tuition waivers for one program of study or degree program.

C. TUITION REMISSION PROGRAM

Tuition remission is provided while pursuing an undergraduate or graduate degree at any Massachusetts State Community College, State College or University, excluding the medical doctoral program at the University of Massachusetts Medical School.

Fifty- percent tuition remission applies to enrollment in any non-state supported course or program offered through continuing education at any Community College, State College or University.

Tuition Remission does not cover the costs of books, registration, or such fees as lab and application.

1. Waiting Period

The tuition remission benefit is available after completing six months of full-time service or twelve months of part-time service as of the enrollment date.

2. Eligibility

- Regular full-time employees and their spouses, domestic partners and dependent children up to age 25 of both employees and their domestic partners;
- Regular part-time employees;

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- Employees on a work related illness or injury leave or a paid leave of absence remain eligible; and
- Employees on an approved unpaid leave of absence remain eligible for a maximum of one calendar year.

### 3. Tuition Benefit

- A regular full-time employee and/or family member(s) is eligible for full tuition remission when enrolled in a full time day program;
- A regular full-time employee and/or family member(s) is eligible for a 50% tuition remission when enrolled in an evening education program;
- A regular part-time employee and/or family member(s) is eligible for a 50% tuition remission when enrolled in a full time day program; and
- A regular part-time employee and/or family member(s) is eligible for a 25% tuition remission when enrolled in an evening education program.

### 4. Procedure

- a. The employee must complete the **Tuition Waiver/Tuition Remission** Form before each semester begins. (Form # HR 038)
- b. The form must first be submitted to the department head for approval and then forwarded to Human Resources at least ten days prior to the start of the semester.
- c. Upon approval by Human Resources, the employee submits the Tuition Remission Waiver to the appropriate campus admissions office when registering.
- d. Remission will be granted on a semester to semester basis.

### 5. Tuition Remission upon Termination, Retirement and Death

- a. An employee who terminates employment after the beginning of the semester will receive tuition remission for the balance of the semester as will his/her spouse and dependent children.
- b. If an eligible employee retires while a child or spouse is enrolled in a program of study or degree program, the spouse or child may complete such program with tuition remission, provided that enrollment is continuous.

- c. If an employee dies who at the time of death had the equivalent of five years of full-time service, his/her spouse and dependent children are eligible to begin and/or complete one full degree program using tuition remission.

#### IV. OTHER RELATED POLICIES

Career Development  
Domestic Partnership  
Employee Competency  
Performance Appraisal  
Unpaid Leaves of Absence  
Trustee Document T96-129  
System wide Tuition Reimbursement Policy 84-122  
Treasurer's Office Payroll Tax Guide 101 and 102

#### APPROVALS:

1) \_\_\_\_\_ DATE \_\_\_\_\_  
Associate Vice Chancellor, Human Resources

2) \_\_\_\_\_ DATE \_\_\_\_\_  
Vice Chancellor of Operations and Commonwealth Medicine