



Tuition Aid

Help to pay for education outside Cornell that supports your job.

The Tuition Aid program provides tuition assistance for coursework not available at Cornell which contributes directly to the improvement of knowledge or skills related to your job. Tuition Aid is a partial reimbursement program that can apply to classes towards a degree program or job-related workshops/courses. Coursework does not have to be college-level, but institutions must be accredited through the American Council on Education.

[Tuition Aid FAQs](#)

[Tuition Aid Application](#) (pdf)

Limitations

- Provides partial reimbursement for cost of tuition only; books, registration fees, exams, and other associated costs are not covered.
- Courses must be job-related.
- Courses do not need to be taken for credit, or as part of a degree program. Accredited workshops, certificate programs, and online courses are eligible.
- The Tuition Aid Program will cover an approved job-related course at an accredited institution for up to four (4) credit hours (or equivalent) per semester, and eight (8) credit hours per fiscal year (July 1 – June 30) at a reimbursement rate of \$144.80 per credit hour, and maximum of \$579.20 per semester for the 2018-19 academic year.

[accordion]

Eligibility

Eligibility must be met on or before the first day of classes for the semester in which you apply for funding.

Eligible for 4 credit hours per semester, 8 credit hours per fiscal year (July 1 – June 30)

- **Full-time** employees or non-professional academic staff and faculty members, who do not hold voting status on any college, university, or graduate faculty, and have satisfied one year of full-time service
- **Part-time** employees who have satisfied three years of service (or fulfilled one year full-time service before moving to a part-time job of no less than 20 hours per week)
- **Temp with benefits** (appointment for more than one year) may enroll in classes after one year if appointment continues to span that academic semester
- **Family medical leave**, if eligibility requirement was satisfied before the leave

Eligible for 6 credit hours per semester, 12 credit hours per fiscal year (July 1 – June 30)

- **Lay-off** if eligibility requirement was satisfied before layoff
- **Short-term disability** if eligibility requirement was satisfied before disability; 6 credit hours/semester for duration of disability
- **Long-term disability** if eligibility requirement was satisfied before layoff; 6 credit hours/semester while on LTD status

Not eligible for the Tuition Aid benefit:

- Employees of County Cooperative Extension offices
- Employees on position leave or university leave
- Temporary employees with appointments of less than one year
- Retirees
- Terminated employees

Release time from work

You will be granted release time only when courses are not available at times other than scheduled work hours (i.e., evenings or weekends). Since the coursework being pursued is job-related, there is no requirement to make up time spent in class or in travel to and from the class if classes do occur during regular working hours. For classes that are encouraged by a supervisor and only available during your normal work day, time away from work would be considered time worked. If you attend a course occurring at times other than your regular work hours, no paid leave is permitted.

Tuition reimbursement

You are required to pay for classes at the time of enrollment. The Tuition Aid reimbursement will be awarded after any Tuition Aid Program or scholarships for tuition have been applied. The combination of TAP, tuition scholarships and Tuition Aid cannot exceed the cost of tuition. To be eligible for reimbursement you must:

- Remain enrolled through the completion of the course and receive a grade of "C" or better
- Provide an official grade report reflecting a grade of "C" or better and a tuition receipt to Benefit Services, 395 Pine Tree Road.

If you are enrolled in classes at [Tompkins Cortland Community College \(TC3\)](#)/BOCES or SUNY Empire State College:

- You can request your approved amount of tuition aid be deferred until completion of the course by checking the box above your signature on the application.
- You are required to pay your portion of the tuition cost to TC3/BOCES or SUNY Empire State College at the time you enroll.
- Upon completion of the class(es), TC3/BOCES or Empire State College will submit a list of grades for all Cornell employees to Benefit Services. Payment will be remitted to TC3 or Empire State College for all grades of C or better, or to BOCES for employees who completed 75% of class time. If you do not meet those requirements, you will be billed by TC3/BOCES or Empire State College.

How to apply

Complete the [Tuition Aid Application](#) (pdf). Your supervisor and department head's signatures are required. If you are on lay-off or disability status, you will need the approval and signature of a Benefit Services representative.

[/accordion]
