Human Resources

Tuition Aid FAQ

Quick Facts:

- **Eligibility**: One year full time employment, or three years part-time employment
- **Credit Limit**: 4 credits per semester, 8 for academic year. Can also be used for job-related workshops or certificate programs.
- **Class Subject**: Must be job-related
- **Supervisory Involvement**: Supervisor’s approval is required
- **Grades**: You must achieve a grade of C or better to receive reimbursement.
- **Pay**: Class time is considered time worked only if class is not available outside your normal work day; Tuition Aid benefit is intended to be used for classes taken outside normal work day.

Frequently Asked Questions:

**Is there a deadline to apply?** No, you can apply any time.

**Can I use Tuition Aid for books or other costs?** No, Tuition Aid provides partial reimbursement for the cost of tuition only.

**If the courses I’m taking are not during my work hours, do I need my supervisor’s approval?** Yes. Your supervisor needs to confirm that the class is job-related in order to be eligible for Tuition Aid.

**Can I use Tuition Aid for online courses?** Yes.

**Can I use Tuition Aid toward a degree?** Yes, but coursework must be job-related. If you enroll in a degree program that is not job-related, Benefits Services must review each class within the program for relevance to your position.

**Can I use Tuition Aid and Part Time Study (formerly Extramural Study) together?** Yes, but you can only receive Tuition Aid reimbursement for up to 4 credits per semester.
**How do I get reimbursed?** When you register for classes, complete a Tuition Aid application. Endowed employees need signatures of their supervisor and department head. Contract college employees need signatures of supervisor, department head, and dean.