



RUTGERS POLICY

Section: 60.9.46

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Tuition Assistance Program

Formerly Book: 30-01-40-50:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 1/1/2004; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To provide guidelines to assist legacy UMDNJ employees in understanding the Tuition Assistance Program.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020.
6. **The Policy**

60.9.46 TUITION ASSISTANCE PROGRAM

Participation is extended to all Rutgers employees who are employed in legacy UMDNJ positions who meet the criteria outlined below.

I. Eligibility Criteria for Legacy UMDNJ positions

To receive benefits described in this policy, staff members and registered nurses must meet the criteria shown below:

- Prior to the submission of legacy UMDNJ Application for Tuition Assistance, must have completed at least one year of continuous regularly scheduled service working twenty

(20) or more hours a week and are in an active pay status (i.e. eligible to receive a paycheck). Temporary, Per Diem employees are not eligible. The following titles are not eligible: e.g. students, PGY's, post doctoral fellows, fellows, faculty, etc.

- Current performance evaluation must be satisfactory or better.

II. Course Work Eligible for Reimbursement

The course of study must meet one of the criteria set forth below:

- Relates to a person's current position, i.e., improves performance of current job;
- Prepares a staff member or registered nurse for realistic career advancement within the University.

In addition, the course of study must meet one of these additional criteria set forth below:

- Is a core or elective requirement toward a degree;
- Is a continuing education unit;
- Is a special non-college course, distant learning, seminar, conference or program sponsored by an accredited college, university or professional organization.

III. Pre-Enrollment Procedures

Obtain the legacy UMDNJ Application for Tuition Assistance Program from University Human Resources. Upon submission, the application is to include following additional required information:

- Copy of Acceptance Letter or proof of initial acceptance.
- Statement of career plan and course relevance to career plan.
- Official course description from a current official college catalog.
- Official program brochure for any non-college courses.
- Supporting documentation for the beginning and end dates of semester/course.

IV. Application for Tuition Assistance Review and Final Approval.

- The completed legacy UMDNJ Application for Tuition Assistance for credit and non-credit courses must be submitted to University Human Resources **fifteen (15) business days prior to the commencement of the course(s)**. Where possible, hand deliver.
- University Human Resources will review all information contained in the Application for Tuition, including requests to attend seminars and conferences, and will notify all applicants of the disposition of their Application for Tuition.

V. Application for Tuition Assistance for Reimbursement of Eligible Expenses.

Reimbursement is limited to tuition only and excludes books, registration, student fees, laboratory fees, examination fees, etc. However, under article 10.05 of the HPAE Local 5094 contract, Local 5094 members will be reimbursed for registration fees associated with obtaining and /or maintaining "certifications" required by the University or the State of New Jersey for the position in which they are currently employed by the University. Students who are receiving tuition assistance from a student loan (i.e., Federal, State, etc.) will be considered for tuition reimbursement. An employee with any source, other than a student loan, will be reimbursed the difference between the tuition assistance received from the other sources and the total cost of approved credits up to the annual limit.

VI. Application for Tuition Assistance Reimbursement Eligibility Criteria.

To be eligible for reimbursement the following conditions, where applicable, must be met; and, the application and verifying documentation must be received in University Human Resources no later than 15 days before the start of the course(s). The following additional information must be received by University Human Resources within ninety days of the date of completion of the course(s).

- An original or verifiable copy of the record of grades, e.g., original or verifiable copy of a transcript or school grade report, must be submitted.
- An original or verifiable copy of a certificate or original or verifiable copy of proof of satisfactory completion must be submitted.
- Attain at least a "C" grade for the approved courses or a "pass" grade where pass/fail structure is in place.
- Staff members attending special interest non-college courses or C.E.U.'s must submit an original or verifiable copy of a certificate or proof of satisfactory completion.
- Staff members attending seminars or conferences must submit an original or verifiable copy of proof of attendance.
- An itemized bill separating tuition from all the other fees.
- Proof of payment, i.e., bursar's receipt or front and back copies of cancelled checks (except for HPAE Professional - Local 5094), copies of financial aid documents, etc.
- A signed agreement stating that the University will be refunded any tuition reimbursement received should employment separation occur within six (6) months of successful course completion, except for those who are laid off.
- A signed authorization for the tuition refund to be deducted from any monies due the employee at the time of separation from employment.

VII. Application for Tuition Assistance and Reimbursement Deadlines.

Application for Tuition Assistance for reimbursement for credit and non-credit courses must be received in University Human Resources no later than 15 business days prior to the start of the course(s).

In order to be reimbursed, once the course is completed, the employee has a ninety (90) day deadline from the date of completion of the course(s) the grade(s) to have the rest of the documents in University Human Resources. The grade(s) must be an original or verifiable copy of the grade report or an original or verifiable copy of the official document of course completion.

VIII. Reimbursement Application for Tuition Assistance Review.

University Human Resources will process all requests for reimbursements and will maintain such records as may be required for the efficient administration of the Legacy UMDNJ Tuition Assistance Program.

IX. Reimbursement Limits.

- All eligible employees may receive up to a maximum of \$3,120 per calendar year for courses completed with a passing grade of C or better.
- HPAE Nurses employed on a full-time basis will receive up to \$3,120 per calendar year for non-UMDNJ nursing courses and up to \$7,280 per calendar year for Legacy UMDNJ School of Nursing courses completed with a passing grade of C or better.
- HPAE nurses employed on a part-time basis (excluding per diems) will receive up to \$1,560 per calendar year for non- Legacy UMDNJ nursing courses and up to \$3,640 per calendar year for Legacy UMDNJ School of Nursing courses completed with a passing grade of C or better.

- If a staff HPAE Professional member (*Local 5094*) takes a course at a non- Legacy UMDNJ school that allows for deferred tuition reimbursement, the staff member will not be required to pay the school first and apply for reimbursement.
- Full time non-union Nurses on the N scale will receive up to \$3,120 per calendar year for non- Legacy UMDNJ nursing courses and up to \$7,280 per calendar year for Legacy UMDNJ School of Nursing courses completed with a passing grade of C or better.
- Non-union Nurses on the N scale who are employed on a part-time basis (excluding per diems) will receive up to \$1,560 per calendar year for non-Legacy UMDNJ nursing courses and up to \$3,120 per calendar year for Legacy UMDNJ School of Nursing courses completed with a passing grade of C or better.

The reimbursement amount(s) is based on when the applicable course(s) is completed in determining when the calendar year limit is met.

X. Reimbursement Subject To Tax.

Undergraduate and graduate tuition benefits are not taxed up to the prevailing statutory limits. Contact your campus Human Resources Office for current limits.