

Pine Manor College Policy

Tuition Reimbursement

1. Policy

It is the policy of Pine Manor College to advocate career growth education and development of its employees. To help achieve this goal a Tuition Reimbursement Program has been established. Employees are encouraged to take advantage of educational and training opportunities which increase their knowledge and skill in their present jobs, or to prepare them for specific career goals within their departments, or within the organization at large.

2. Eligibility

Regular benefit-eligible employees (30 to 40 standard hours per week) in good standing who have completed 12 months of continuous full-time service at the point of application may apply for tuition reimbursement.

Eligibility Guidelines for Reimbursement:

- A. The course or degree program in which the employee enrolls must be directly work related.
- B. The course taken must be offered by an accredited school.
- C. There are certain grade requirements that must be met:
 - a. Associate/Bachelors degree: C or better
 - b. Master Degree: B or better
 - c. If the course is Pass/Fail: Pass

3. Reimbursable Programs

The following programs will be considered for tuition reimbursement. Approval of courses for reimbursement is at the sole discretion of Pine Manor College, and approval *must be obtained in advance* from the College.

- A. Basic Education: Programs that will provide employees with a Graduate Equivalency Diploma or Adult Diploma, fundamental reading, writing, or computation skills, or command of the English Language.
- B. Associates and Bachelor's Degrees: Those programs which result in a degree that is required or highly recommended for positions within PMC. Prior to applying for tuition reimbursement, employees must be enrolled in a degree program and must provide verification of enrollment, i.e. an acceptance letter.

If there is a question as to whether or not a degree program is eligible for reimbursement, please contact Human Resources.

- C. Master's Degree: Those programs that result in a Master's Degree that is required or highly recommended by the current job description or for the next level position within the employee's department.

4. Non-Reimbursable Programs

- A. The PMC Tuition Reimbursement Program will not cover Doctoral or Law Degrees, Prerequisites, Continuing Education Courses or Certificate Programs.
- B. If an employee already has a degree (i.e., Associate's, Bachelor's, or Master's) the Tuition Reimbursement Program will not reimburse for a second degree on the same level.

5. Dollar Amount Reimbursable

The following chart outlines the dollar amounts available to PMC employees through the Tuition Reimbursement Program per academic year.

<u>Standard Hours Per Week</u>	<u>Amount</u>
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<u>Basic Education Programs and Undergraduate Degrees</u>	
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	\$2,000
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<u>Graduate Degree:</u>	
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	\$2,500
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- A. The above amounts will be awarded *subject to fiscal availability*.
- B. These dollar amounts include course tuition and academic related fees. They do not include books, non-academic related fees or equipment.
- C. The Tuition Reimbursement Program does not provide for release time from work to attend programs.
- D. Employees receiving reimbursement for basic education and undergraduate degree programs are required to remain employed by Pine Manor College for a period of 12 months following receipt of their last reimbursement. Employees receiving a graduate program reimbursement are required to remain with the college for a period of two years following receipt of their last reimbursement.

6. Termination of Employment

Employee must repay the college the entire amount of the reimbursement if employee leaves or is discharged by PMC before working 12 months past reimbursement (or two years for graduate programs).

7. Procedure

A. Prior To Course

1. Employee submits a copy of the acceptance letter for degree program. It is kept on file for the duration of the degree program.
2. Employee submits application to Human Resources 10 business days (defined as Monday through Friday) prior to the first day of class. Applications submitted to Human Resources will be verified as to eligibility for tuition reimbursement prior to the course start date. Applications received late have no guarantee of reimbursement. In the event of any exceptional or emergency circumstances, Human Resources must be notified before deadline in order for an extension to be considered. This is only for extenuating circumstances.
3. The application must be filled out completely and accurately. The employee, his/her department head, and Human Resources must sign the application.
4. Employee submits a course description and cost per credit from a current school catalogue with the application.
5. HR will keep the original copy, with a copy to the employee. HR will notify the employee of acceptance or rejection of the application. Employee should save copy for his/her records.

B. At Course Completion

1. Employee fills out a Request for Reimbursement Form, completely and accurately, and submits to Human Resources.
2. Employee submits a copy of grade report and receipt for tuition paid.
3. Employee submits within 30 days of last day of course, the completed paperwork. In the event of any unusual circumstances, HR must be notified in writing within the 30-day period in order for a time extension to be considered.

C. Payment

Reimbursement checks will be issued as soon as possible, generally within 2 weeks of approval by Human Resources.

Other Employee Tuition Benefits/Tuition Remission

Tuition Benefits for Administrative Staff

The Dean of the College, together with the Chief Human Resources Officer, serve as program coordinators for employee tuition benefits. All full-time administrative employees of the College are eligible for the same advising and career counseling services extended to Pine Manor students. Registration for College staff and faculty takes place during add/drop periods each semester, and under those guidelines established by the Registrar.

Tuition Benefits for Faculty:

Upon completion of one year of continuous full-time employment with the College, full-time faculty and administrative staff may take one credit-bearing course per semester tuition-free at Pine Manor College, with the advance approval of their Division Chair and Dean of the College (Faculty), or the Dean of the College and the Chief Human Resources Officer (Staff).

Tuition Benefits for Dependent Children of Full-Time College Employees: Full-time faculty and administrative employees may receive full tuition at Pine Manor College for their dependent children. This benefit is available after two years of continuous full-time service with the College. Full-time faculty are defined as persons carrying at least 80% of a normal teaching load and includes the professional librarians. Full-time staff are defined for the purposes of this benefit as working 35 hours per week or more.

This tuition benefit applies to full-time enrollment in the regular curriculum only, and not to offerings sponsored by self-supporting programs such as ELI or the MFA program. Student applicants must follow prescribed admissions procedures and meet established requirements. Employees' children wishing to live on campus may do so; however, Room and Board and other fees (excluding tuition) are at their own expense.