{Insert Business Logo here}

**Tuition Reimbursement Policy and Procedure**

# **Purpose**:

{insert business name} cares for its employees and encourages the professional development of every employee by reimbursing educational expenses for successful completion of approved classes/curriculum at accredited schools.

# **Eligibility**:

* Tuition reimbursement is available for any course that is part of an approved degree program to all full-time employees, who have been employed for a minimum of 12 months
* Employee is required to remain employed by {insert business name} for a minimum of X years after completion of course.

# **Policy and Procedure**:

* Employees interested in tuition reimbursement must complete a tuition reimbursement request form and submit to the Human Resource Department for approval.
* Tuition reimbursement only applies to degree programs that have been approved the Human Resource Department.
* Employees will register for and attend classes at times that do not conflict with their normal work schedule. If classes are not available when employee is not at work, the employee will work with supervisor to make up missed work hours.
* Employees will complete the course with a passing grade before expenses are reimbursed.
* {insert business name} will reimburse for tuition for all passing grades with a maximum of $XXX.00 per calendar year for undergraduate courses and $XXX.00 per calendar year for graduate studies.
* Payment will be made to the employee after successful completion of the course and submission of tuition payment receipt.
* Employee will not receive reimbursement of tuition if they terminate employment prior to the end of the course semester.
* Upon completion of approved course work, employee will submit necessary documentation to the Human Resource Department. This includes tuition invoice from school with listed course name, fees and documentation showing course grades. These documents should be submitted within 30 days of course completion.
* Questions about tuition reimbursement should be directed to the Human Resource Department.