

Tuition Reimbursement

Policy #306

Effective Date: 9-1-09

Revision Date:

Policy:

UC Physicians encourages employees to broaden their knowledge through continuing education. UC Physicians will make available tuition reimbursement upon successful completion of approved courses **and upon signature of the CDA to verify department participation in and employee eligibility for the program.**

Procedure:

1. To be eligible for tuition reimbursement, an employee must be classified as a full-time employee, working 32 plus hours per week and must have completed at least 180 calendar days of employment prior to enrolling and be employed in good standing (not in a progressive discipline process).
2. Eligible employees will be reimbursed up to \$3500 per calendar year (based on date the reimbursement check is issued) for tuition expenses not including fees or books.
3. Courses that will be reviewed for approval are courses required for the completion of an approved Job related Associate's, Bachelor's or Master's degree. Individual courses that are not part of an approved degree program are not eligible. Courses as part of a certification or licensure are not covered under tuition reimbursement but may be covered at department discretion through the professional development budget category.
4. Employees must apply before the start of the course work using the Application for Education Assistance form (attached) obtained from the HR Consultant. If it is a first application for a degree program, a copy of the degree requirements must be attached. The application must be signed by the applicant's supervisor and CDA then forwarded to the HR Consultant for approval and processing.
5. Upon completion of the quarter, semester or course, the employee will provide an official copy of the grade report or certificate.
A grade of "C" or better must be achieved to receive reimbursement. Proof of payment must also be provided. Reimbursement will be computed on the balance of tuition after any grants, awards, or scholarships have been applied. The grade report and proof of payment must be forwarded to the HR Consultant. The HR Consultant will review the information attached then forward it to Accounts Payable for payment.

On File

Policy Approved by:

Date:

University of Cincinnati Physicians

Application for Education Assistance

Please obtain Supervisor and CDA's signatures and send completed form to HR Department for review prior to beginning coursework.

Date of Request

Associate's
Name

Name of Course(s)
to be Taken

Name of
Institution

Expected Beginning and
Ending Dates of Course(s)

Part of Degree Program
(circle one)?

YES

NO

Type of
Degree

- If **YES** and this is the first application under this program, please attach a copy of the degree requirements.
- If **NO**, please explain the work-related nature of the course(s).

Expected Total Tuition for Course(s)
on this Application

Associate's Signature

Supervisor's Signature

CDA's Signature

FOR HR DEPARTMENT USE ONLY

Request Approved

Request Denied

HR Signature