

## Employee Tuition Reimbursement Policy

It is the policy of the University of Wisconsin-Whitewater to promote continuing education of faculty and staff.

This policy gives the opportunity for UW-Whitewater employees to take courses at UW-Whitewater for credit. This program will offer the pursuit of knowledge to its most valued asset, its employees; embrace the Wisconsin Idea; and provide its employees with a tangible benefit.

### Eligibility

Employees may be reimbursed for authorized education and training within the constraints listed in this policy and within budget constraints. Faculty or staff employees must have completed one year of employment and have a current half-time or greater appointment. University staff temporary employees, employees in training, and student assistants are not eligible. Employees with a project appointment are also eligible for reimbursement.

### Authorization

Authorization of tuition reimbursement will be based on the determination that successful completion of the course will be beneficial to both the University and the employee in terms of increased knowledge, abilities, and skills.

Examples of courses which are deemed to benefit both the University and the employee include:

- courses which provide for career development, including those which are a necessary elective for completion of such degree;
- courses which are directly related to maintaining or improving current job skills;
- courses mandated by law or regulation in order for the employee to retain the job;
- courses directly related to the profession in which the employee is currently working.

Assistance may be denied in cases where UW-Whitewater determines that neither the course nor the degree pursued is of sufficient benefit to UW System.

Authorization of tuition reimbursement will be based on the successful completion of the course as defined below.

### Coursework Location and Scheduling

Tuition and fee reimbursement is only allowed for courses at UW-Whitewater. Employees must meet all enrollment requirements and course prerequisites. Generally, no more than one course, up to five credits, or a training equivalent in any academic term (e.g., a semester, summer session, or an equivalent) should be reimbursed. Additional coursework, however, may be authorized by the chancellor or designee. Reimbursement for coursework in the Doctorate of Business Administration program will be limited to the current rate of the Masters of Business Administration program.

Scheduling Coursework: Normally, coursework is taken on an employee's own time. If the supervisor determines that the needed coursework is available only during the employee's scheduled hours of work, a program of proportional compensatory time may be arranged, provided normal services of the employing unit are not disrupted or impaired.

## Reimbursement

Requests for reimbursement for the cost of coursework or training are initiated by the employee through an [Employee Tuition/Fees Reimbursement Form](#). This form must be completed and approved prior to the beginning of the coursework or training.

Tuition and fees, including distance education fees, will be reimbursed only upon successful completion of the course if the employee is still employed at the institution. Books, supplies, special course fees and travel costs are not reimbursable. Successful completion is defined as a grade of C or better for an undergraduate course or a B or better for a graduate course. A grade of C- or lower is not considered successful completion (or a B- or lower for a graduate course).

If an employee changes jobs within an institution prior to completion of an authorized course, the employee must notify the Provost Office ([provostoffice@uww.edu](mailto:provostoffice@uww.edu)).

Any financial aid received by the employee for tuition and fees shall be taken into account when determining the amount to be reimbursed.

The Employee must make the request for reimbursement within 30 days from the date final grades are released. Reimbursement will occur within 90 days from the date when the reimbursement request is submitted.

The following three items must be submitted when requesting reimbursement:

- A completed [Employee Tuition/Fees Reimbursement Form](#) Request Form or its equivalent (approved prior to beginning of classes).
- A fee receipt or other satisfactory evidence of having paid reimbursable fees.
- Evidence of successful completion of the coursework or training (grade report or certification of completion, etc).

Requests for reimbursement which do not include all of the above requirements shall be denied.

The taxability of reimbursements is subject to federal and state tax laws. The IRS allows tuition reimbursement to be considered tax-free up to a specified limit. If the UW System determines that a reimbursement must be treated as income, the employee's income reports and tax withholding will be adjusted accordingly.

Policies referenced: [UWSA Policy 210](#)

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## Procedure

1. Employee must have been accepted as a student and should be enrolled in the course.
2. Employee submits completed online [Employee Tuition/Fees Reimbursement Form](#), to Provost Office (email to [provostoffice@uww.edu](mailto:provostoffice@uww.edu)). For guaranteed processing, the form must be turned in five business days before the term begins.
3. Approval or Denial sent back to employee before the start of the term, with the supervisor copied.
4. Successful completion of the course
5. Employee must send the following items, within 30 days from date grades are released (email to [provostoffice@uww.edu](mailto:provostoffice@uww.edu)) the following items for reimbursement:
  - a. A completed [Employee Tuition/Fees Reimbursement Form](#) or its equivalent (approved prior to beginning of classes).
  - b. An itemized fee receipt or other satisfactory evidence of having paid reimbursable fees.
  - c. Evidence of successful completion of the coursework or training (grade report or certification of completion, etc).
6. Employee reimbursed from tuition reimbursement project code within 90 days.