

**Wellesley College**  
**Tuition Reimbursement Program Application for Wellesley College Employees**

Employee Name \_\_\_\_\_ Social Security \_\_\_\_\_  
 Department \_\_\_\_\_ Job Title \_\_\_\_\_  
 Employment Date \_\_\_\_\_ Home Phone \_\_\_\_\_

Course Name: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Credit Hours: \_\_\_\_\_ Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_  
 Tuition (excluding fees) \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Supervisor must complete and sign Page 2 of this form for all job-related courses..**  
*Submit to Associate Director of Human Resources/Benefits Manager, GRH 136, for processing.*

DO NOT WRITE BELOW THIS LINE

This employee meets the eligibility requirements for Wellesley College's Tuition Reimbursement Program.

Weeks per year: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Maximum fiscal year benefit: \_\_\_\_\_  
 Minus benefit to date: \_\_\_\_\_  
 Benefit remaining: \_\_\_\_\_  
 FTE \_\_\_\_\_ x Tuition \_\_\_\_\_ = Amount approved: \_\_\_\_\_

Associate Director of Human Resources/ Benefits Manager \_\_\_\_\_ Date \_\_\_\_\_

**WELLESLEY COLLEGE TUITION REIMBURSEMENT GUIDELINES**

**Eligibility:**

You must have completed one full year of employment of at least half-time, have a budgeted FTE of at least half-time, 9 months per year, and have not exceeded your fiscal year reimbursement limit of the cost of one Wellesley College course, prorated by your budgeted FTE.

**Benefit:**

The Tuition Reimbursement program provides tuition benefits to eligible employees taking courses at institutions other than Wellesley College. Eligible employees may be reimbursed for tuition for academic courses taken at an accredited institution. The maximum reimbursement in any fiscal year (July 1 to June 30) will be the actual tuition paid or the cost of one Wellesley College course, whichever is less. If you work less than 35 hours per week, 52 weeks per year, the benefit will be prorated based on your budgeted full-time equivalent (FTE).

The tuition reimbursement benefit applies to tuition only; fees and other related costs are not covered.

- **If you are matriculated in an undergraduate degree program, evidence of matriculation must be supplied.** Individual courses taken as part of an undergraduate degree program do not have to be job related in order to qualify for tuition reimbursement.
- **If you are not matriculated in an undergraduate degree program, the course must be job-related and must be taken for credit. Your supervisor's approval on Page 2 of this form is required.**

Workshops, seminars, and other non-academic programs are not covered by this benefit. Departments may use their training budgets to send employees to such job-related training programs.

(Application Procedure on page 2 of this form.)

Rev. 1/1/04

**Application Procedure:**

It is expected that courses covered by tuition reimbursement are taken in the evening or on weekends, not during your regular working hours. In order to be eligible for reimbursement, an application for this benefit, including a course description for job-related courses, must be approved by the Human Resources Office prior to enrollment in the course. You will be eligible to receive tuition reimbursement upon successful completion of the course (grade C or better). Evidence of successful completion (transcript or other official documentation) must be submitted within 60 days after completion, along with an itemized bill and proof of payment.

Employees eligible for other assistance, e.g., Veterans' benefits or other scholarships or aid, must notify the College. The College would then reimburse the employee up to the amount of original eligibility, for the tuition remaining, if any, after all other assistance has been applied.

**Questions:** Call the Benefits Coordinator at (781) 283 - 2212.

Rev. 1/1/04

**Supervisor's Approval for Job-Related Courses**

Employee's name: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_  
*print print*

Course Title: \_\_\_\_\_  
*attach course description*

Describe the relationship of this course to your employee's current job.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Received by Human Resources                      Date

\_\_\_\_\_  
Supervisor/Dept. Head Approval                      Date