

# TUITION REIMBURSEMENT APPLICATION

This application is to be completed prior to the beginning of the term by regular full-time employee who is requesting reimbursement for classes taken at SDSU or any recognized higher education institution. A copy of the course description must accompany this application. Both the Supervisor and Director must approve and sign this application based on the attached guidelines. The completed and signed form must be sent to the Human Resources Department for review and then will submitted to the Executive Director for approval.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

**SCHOOL INFORMATION:**

Name of College/University: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Undergraduate  Graduate  Other \_\_\_\_\_

University	Course Name	Begin Date	End Date	Semester (See Guide Below)	# of Units	Total Amount

**SEMESTER GUIDE:**

TOTAL \_\_\_\_\_

Regardless of your higher education institution's terminology.

If you course begins January 1 through May 15, it is considered a **SPRING** Semester course.

If you course begins May 16 through August 14, it is considered a **SUMMER** Semester course.

If you course begins August 15 through December 31, it is considered a **FALL** Semester course.

Check One:  Course(s) will be taken on employee's own time.

Course(s) will be taken during working schedule with Supervisor approval (signature required).

Reason for Course(s); if job related, please explain how:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURES:**

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Division Director Date

\_\_\_\_\_  
Executive Director Date

**PAYMENT PROCESS:**

Within 30 days of course completion, submit the following to the Human Resources Department:

- Official course grade (2.0 or C, or better).
- Itemized receipt of fees paid, listing course name, units and tuition per unit.

At that time, this request will be processed as a non-taxable reimbursement through Payroll.

Reimbursement for Spring and Summer courses will be processed in the current calendar year. Fall courses will be processed in the following calendar year. Reimbursements are not to exceed \$5,250.00 per calendar year (IRS Maximum).

<b>HUMAN RESOURCES USE ONLY:</b>	Tuition Receipt Received	Date _____	HR Initials _____
	Proof of Grade Received	Date _____	HR Initials _____
	Reimbursement Submitted to Payroll	Date _____	HR Initials _____

## **Tuition Reimbursement Policy**

### **Tuition Reimbursement:**

Associated Students employees are encouraged to continue learning within their profession or career. Accordingly, all full-time employees may be eligible to receive tuition reimbursement, up to the equivalent of up to 6 credits of education taken at San Diego State University per semester, for educational courses directly related to their performance and/or position with Associated Students.

Additionally, per IRS Employer-Provided Educational Assistance (tax-exemption) guidelines, non-taxable tuition reimbursement will not exceed \$5,250.00 in a calendar year. Courses must be taken at San Diego State University or an accredited college or university to qualify for reimbursement.

In order to qualify for reimbursement, employees must have completed one year of service and submit a course description at least four weeks in advance of the beginning of instruction to their supervisor for approval by Associated Students. Length of service since last approved application for course fee reimbursement may be a factor in determining final awards, within overall available funding. There is a designated amount of funding provided each year for tuition reimbursement. Awards are given for one semester at a time with no guarantee for subsequent semesters.

To receive consideration, employees must reapply each semester. The required application is available on the Associated Students Website.

Tuition will be reimbursed to the employee upon satisfactory completion of the course, and submission of documentation showing a grade of C or better. In order to receive reimbursement, employees must provide receipts establishing enrollment in the course. (See the TUITION REIMBURSEMENT APPLICATION form)

Associated Students provides compensation for time spent in attendance at outside courses only when attendance is required by Associated Students and the course is directly related to the employee's current job. Employees will not receive compensation for time spent in voluntary attendance in courses that are conducted outside of normal business hours and/or that are not directly related to their current job.

Associated Students' commitment to providing educational assistance should not be understood as guaranteeing that successful completion of a course will result in the Associated Students providing additional compensation or job benefits.