

UW-Stevens Point Tuition Reimbursement Program

This policy is indefinitely suspended. This decision was made by Chancellor Bernie Patterson and the Vice Chancellors for budgetary reasons in 2015. An exception to this suspension may be made with manager approval when advanced education is a requirement of the position.

- Human Resources and Affirmative Action

The goal of the tuition reimbursement program is to encourage employees to pursue advanced degrees and improve their job skills. Employees may be reimbursed for authorized educational experiences within the parameters listed below and within budget constraints. Applications for reimbursement are reviewed by the employee's supervisor. A supervisor's recommendation to their vice chancellor to authorize educational assistance should be based on employee's job performance and 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. Applications for reimbursement may be denied in cases where the supervisor determines the course or the degree pursued is not of sufficient benefit to the university, or if the employee's performance is lacking. Examples of degree programs that are deemed to benefit both the university and the employee include:

- Courses of study that provide knowledge and skills directly related to maintaining or improving current job skills;
- Courses of study directly related to the profession in that the employee is currently working, current classification or classification series;
- Courses of study that provide for career development within the university, including those that are a necessary elective for completion of such approved degree program.

Coursework may be taken at any regionally accredited public or private higher educational institution or Wisconsin Technical College district institution. Coursework at UW System institutions is encouraged.

Note: The policy for tuition reimbursement does not apply to training or Continuing Education Unit programs that are required by the university or by licensing organizations. Training of this nature is approved and processed through the employee's supervisor.

Eligibility

Unclassified and classified employees are eligible for reimbursement if they have an ongoing appointment of 1.0 or have a full time appointment during the academic year. The respective vice chancellor can authorize exceptions to the full time requirement on a case-by-case basis. Limited term employees, employees in training and student help are not eligible.

Reimbursement allotment

Tuition and fees shall be reimbursed only upon successful completion of the course if the employee is still employed at the institution at the time the course concludes as specified in the offering institution's class schedule. Reimbursement will include no more than one course, up to five credits, in any academic term (e.g., a semester, summer session or equivalent). Employees must receive a passing grade

(2.0/undergraduate and 3.0/graduate) or satisfactorily complete a pass/fail course to receive reimbursement. Courses taken at private institutions will be reimbursed at the rate of an equivalent course at UW-Stevens Point, regardless of funding source.

- The maximum reimbursement for associate degree and undergraduate courses taken at any regionally accredited college/university is the credit tuition fee charged that year at UW-Stevens Point for in-state students registered for undergraduate credits.
- The maximum reimbursement for master's courses taken at any regionally accredited college/university is the credit tuition fee charged that year at UW-Stevens Point for in-state students registered for master's credits.
- The maximum reimbursement for doctoral courses taken at any regionally accredited college/university is the credit tuition fee charged that year for the UWSP Clinical Doctorate in Audiology (Au.D.) for in-state students. Documentation of acceptance and enrollment in a doctoral program is required for reimbursement at this level.

Books, supplies and travel costs are not reimbursable. External funds deposited into state accounts are subject to the same policies and procedures as other state funds.

The respective vice chancellor may make an exception to the reimbursement process for the following:

1. The course or the course billing occurs in a format not consistent with the UWSP semester schedule, the reimbursement process can be altered to match the UWSP schedule. Documentation of the educational institution's schedule of academic terms as it relates to enrolled courses must be submitted for respective vice chancellor's consideration.
2. The course extends beyond the standard UWSP term (i.e. a three-credit course that begins in October and ends in February).

The reimbursement rate will continue to be no more than five credit hours per semester, regardless of billing or term formats.

Work Schedule

With supervisor approval, employees may use vacation, personal holiday, compensatory time, or adjustment of normal work hours to make up missed time on the job. Adjustment of work hours will not make the employee eligible for overtime or night differential pay.

Employee reassignment, resignation or termination

If the employee's employment at the institution ends through resignation before the end of the term, the employee will not be reimbursed for the course(s). If an employee changes jobs within the university prior to completion of an authorized course, the reimbursement will be funded by the department that originally authorized the course, or through an arrangement mutually agreed upon by both departments. The employee must seek approval from the new appointing authority to continue in the program.

Employees must continue at an equal FTE percentage for 12 months after completion of any coursework for which they received reimbursement. If an employee leaves the university voluntarily before the end

of the 12-month period, the employee agrees to repay the university the amount of tuition reimbursement received in the most recent 12-month period before his/her separation from the university. The chancellor or respective vice chancellor will make the final decision regarding repayment and can authorize exceptions to this requirement in extreme cases.

Reimbursement Procedure

1. Prior to beginning the course of study, complete the Request for Tuition Assistance form. Requests for reimbursements must be approved before classes begin.
 - a. The forms are located on the Human Resources and Affirmative Action website at: <http://www.uwsp.edu/hr/Pages/Employee%20Relations/Policies.aspx>
2. Complete the employee section and submit the form to all of the following areas for approval: supervisor/chair of the department, dean/director of the unit, Human Resources and Affirmative Action, and the respective vice chancellor.
3. Grants or scholarships will be applied when calculating the amount of tuition reimbursement. Reimbursement will be reduced by the amount equal to grants and scholarships. Grants and scholarships must be reported on the reimbursement form.
4. Attach documentation of the course/tuition costs and other required fees.
5. After completion of the course, submit the following items to the Controller's Office, Old Main Building, for processing:
 - a. Copy of course grade report.
 - b. Copy of itemized paid receipt.

Reimbursements will be completed through direct deposit.

NOTE: 2012 IRS rules exempt educational assistance payments from payroll tax up to \$5,250.00 per calendar year; amounts paid out in one calendar year that exceed this amount are subject to tax as wages. You will receive an e-mail notification from UW System prior to taxes being withheld from a paycheck. [IRS Publication 15-B \(2012\)](#)

Portions of this policy are adapted from UW System Financial Administration - Educational Assistance for Faculty and Staff (G25)

History of revisions:

- March 2017 updated reimbursement procedure to reflect form(s) submission to the correct departments; bullet formatting was also done.
- February 2016 to reflect the suspension of the program.
- Revision April 2013.