

ROCHESTER INSTITUTE OF TECHNOLOGY

Application for Tuition Assistance

See reverse side for information and instructions.

Employee Name: _____ Employee No.: _____

RIT College/Division: _____ RIT Phone #: _____

Check One: College or University (enter name) _____
 Center for Professional Development (CPD)

Academic Year: _____ Semester: Jan – Apr May – Aug Sep – Dec

Course Number: _____ Course Name: _____

Tuition Amount: _____ Reimbursement Requested: _____ (max of \$750)

Proof of Payment is Attached (see reverse side for details): Yes No, but will send within 45 days

- Check one: reimburse me because I paid for the course (proof attached)
 advance me the reimbursement; I will pay for the course & send proof within 45 days
 reimburse my department by journal entry to the following account (CPD only)

If you are seeking reimbursement for a credit course you are taking at an accredited college or university, please describe how this course (not degree) will **maintain or improve** your current job skills; use specific comparisons between your job description and the course description.

If this request is for reimbursement for a credit course taken at an accredited college or university, the above information accurately reflects the relatedness between my current RIT responsibilities and the course. I understand that if I receive an advance on the reimbursement, I must provide proof of payment within 45 days of the reimbursement or I will be required to repay the reimbursed amount to RIT.

Signature of Employee

Date

Approvals:

Print Name of Department Head/Director

Signature of Department Head/Director

Date

Print Name of Dean of College or VP of Division

Signature of Dean of College or VP of Division

Date

NOTE: If your department head or director is also the Dean/VP, simply obtain the signature of the Dean/VP.

Human Resources Department Approval

Amount: \$750 Other \$ _____

Payroll: BW Semi

Human Resources Benefits Assistant Review

Date

Human Resources Department Approval

Date

ROCHESTER INSTITUTE OF TECHNOLOGY

Information and Instructions for Application for Tuition Assistance

Regular full-time and extended part-time employees are eligible for tuition assistance for job-related credit courses taken at other accredited colleges and universities as well as courses taken through RIT's Center for Professional Development (CPD). (Employees cannot be reimbursed for college/university courses and a CPD course in the same semester).

Reimbursements are made as non-taxable reimbursements through your regular paycheck.

Other Colleges and Universities

Reimbursement is made for tuition charges only for **job-related credit courses** taken at accredited colleges and universities. A job-related course is one that is needed to **maintain or improve** the employee's current job skills. A course is not job-related if it serves to meet the minimum requirements of a job. The job-related determination is based on the course, not the degree program; in other words, the degree may be job-related but a particular course taken for that degree may not be job-related. When describing how the course will maintain or improve your current job skills, use specific comparisons between your job description and the course description.

The reimbursement amount is **a maximum of \$750 per semester**. The reimbursement will be for tuition only (excludes fees and other charges) **less** any tuition assistance from other sources (e.g., NYS TAP, financial aid, tuition waiver/remission, scholarships). Any scholarship listed on the tuition bill will be assumed to be for tuition and will be used to offset the reimbursement amount. If a scholarship is not tuition-related, proof must be provided with the Application for Tuition Assistance.

CPD Courses

Tuition assistance is available for one course per semester for up to **\$250 per semester** for courses taken through RIT's Center for Professional Development (CPD) if the employee's department does not have available funds (maximum of two CPD courses per academic year) (this funding does not apply to NTID departments).

How to be reimbursed

Submit this completed form to Human Resources (HR) with a **copy of the detailed tuition bill** and **proof of payment** by **June 1st** of each academic year for the current academic year. Applications received after this deadline **will not** be processed.

1. Submit completed Application for Tuition Assistance Form to Human Resources (HR). Form must be approved by your (1) department head or director and (2) dean of your college or vice president of your division. If your department head or director is also the dean of your college or vice president of your division, simply obtain the signature of the Dean/VP.
2. For credit courses taken at other accredited colleges and universities, attach the following to your completed form:
 - an official tuition bill (not a statement); and
 - official course registration statement, showing quarter/semester, course number and name.
 - If tuition is not paid at the time this application is submitted, send a copy of the statement from the college/university showing payment was made. This must be received in Human Resources within 45 days of reimbursement.
3. For CPD courses, attach a copy of your Certificate of Completion.
4. For employee reimbursements: you will receive the reimbursement through the Payroll system. The payment will be non-taxable and will not be part of your taxable earnings – it will simply be a non-payroll reimbursement.
5. For department reimbursements by journal entry: HR will send a copy of your approved form to accounting for the journal entry. (This funding does not apply to NTID departments).