



## Asking your employer to support your education

Many organizations offer tuition reimbursement as part of their benefit package, yet only five percent of employees typically take advantage of it.

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According to a recent survey, even a single online course can lead to a promotion and improve your confidence at work. If you're considering pursuing a degree or other credential at RIT, here are some tips for how to ask your employer to fund your education.

- 1. Make career development a stated priority** – Be sure your manager knows that career growth is important to you. You can even ask what it will take to get promoted. Once you identify the skills and knowledge you need, you can match those up to a credential at RIT to help get you there.
- 2. Do your research** – Find out if your employer offers tuition assistance or reimbursement. Even if there isn't a published program in your benefits, you may still be in luck. Many companies allocate funds in their budget toward professional development. They may consider applying those funds toward higher education.
- 3. Create your pitch** – Clearly outline and articulate your message. Communicate what you will gain, and how it will benefit your boss and your organization. Anticipate any objections you may encounter, and be prepared to address them. A manager may be concerned that a course or program will take time and attention away from work. You can state up front that the program you are pursuing is flexible, and can be accomplished around your work schedule.
- 4. Calculate the return on investment (ROI)** – This will be supporting information for how your education will benefit your organization. When you discuss how the class or program will make you more effective in your role, if you can determine an estimated dollar return, that will go a long way in your employer's consideration. However, even by simply stating the new and/or enhanced skills and knowledge you'll gain and how they can be applied to your work should suffice.

RIT has market demand research which assigns growth and revenue data to skills, jobs, and degree programs. **Contact your admissions counselor, Karen Palmer, at [kbpges@rit.edu](mailto:kbpges@rit.edu)** to see what the outlook is related to your program of interest, and use this data in your ROI!