

UNIVERSITY OF CONNECTICUT HEALTH CENTER

TRAINING AND DEVELOPMENT

TUITION REIMBURSEMENT PROGRAM

Managerial/Confidential

Reimbursement of tuition for job-related educational training taken outside of regularly scheduled hours of work is permitted under the following conditions:

1. According to the University of Connecticut Laws and By-Laws, Article XV.0.:

“No full-time member of the professional staff may take for credit academic work at this institution or elsewhere during that employee’s regular working hours, without prior written approval of the appropriate Vice-President.”
2. The course must be job-related as verified by the department head and will result in increased knowledge and skill.
3. There is a reasonable expectation that the University will benefit from participation in this program.
4. All courses must be taken at fully accredited Connecticut colleges or universities. Exceptions to the requirement that the institution be in Connecticut will be considered only if the employee shows good cause (in writing) and the reasons are verified by the department head.
5. Courses may be taken at the undergraduate level or graduate level, and may be either credit or non-credit.
6. Reimbursement will be considered only if the department head approves the course and proof is provided that the course is job-related and of value to the employee and the University. Electives that are part of a degree program will be considered provided that the department head approves the courses.

Reimbursement is limited to a maximum of SIX credits per semester, for no more than TWELVE credits each fiscal year. Managerial/Confidential employees will be reimbursed 100% of all tuition paid. Fees for expenditures other than tuition, e.g., registration, insurance, health or bookstore services, breakage, or textbooks, will not be considered for reimbursement.

APPLICATION PROCEDURE

All applicants must apply through their departments for tuition reimbursement according to the following procedure:

1. Obtain the appropriate form which must be completed in full by the applicant and signed. Forms are available by contacting Teri Chasse, Department of Human Resources, MC-4035, extension 2791, or on the Human Resources' website: http://employ.uchc.edu/ppf/forms/pdfs/form_tuitionreimburse.pdf.
2. Obtain the permission of the employee's next level supervisor.
3. Complete one form per course. Indicate the exact cost per credit of each course. If actual costs vary from what the applicant has indicated on the original application, he/she would send a letter of explanation to this office along with other documentation provided at the end of the course.
4. Please forward completed applications to Teri Chasse, Department of Human Resources, MC-4035, University of Connecticut Health Center, **at least one week prior to the start of classes**. Approved applications will be returned to the employee. Course work beginning after May 15 will be included in the next fiscal year. Applicants requesting a waiver of the deadline must show good cause and be prepared to prove extenuating circumstances preventing their compliance.

N.B.: Employees may submit completed applications before registering, however, any changes or corrections to the original application (including withdrawals, course changes or differences in computing fees) must be reported to this office.

TO OBTAIN REIMBURSEMENT

After completion of the course, applicants must submit a college grade report and a copy of their paid fee receipt to the address listed below within thirty days after the course ends. (An applicant can be reimbursed only if he/she is still employed when the course ends.)

If grade reports are unavailable by the deadline, applicants may substitute a letter from the instructor or the institution indicating successful completion of the course.

Failure to provide the necessary documentation within the appropriate time limits will constitute a waiver of eligibility for reimbursement. Checks are mailed directly to the applicant's home.

A GRADE OF “INCOMPLETE”

Should an applicant receive a grade of “incomplete” at the end of a term, it shall be his/her responsibility to so notify this office within the time limits set for submission of grade reports. The “incomplete” must be removed, however, and grade submitted before the end of the fiscal year during which the course was begun, since funds allocated for one fiscal year cannot “carry over” into the next.

Students requesting reimbursement for thesis credits who do not expect to complete their projects within one semester must notify this office of their situation.

N.B.: As it is the obligation of the employee to fulfill the above requirements, anyone experiencing difficulty in complying with the regulations, should submit a letter to the address below explaining the nature of the problem.

Questions regarding the above and the requests for forms or additional information may be obtained by contacting:

Teri Chasse
Department of Human Resources
MC-4035
Phone # - extension 2791