



Policy

Title:	Tuition Reimbursement
Effective Date:	March 2, 2018
Approved By:	President's Council
Responsible Party:	Vice-President for Administration
History:	July 1, 1996; July 1, 2015

I. PURPOSE

Salus University supports the efforts of individual employees to improve their job-related skills and knowledge, and to acquire the education necessary to enhance their skills or prepare for career-related promotional opportunities. The Employee Tuition Reimbursement Program represents one element of the University's investment in its workforce.

II. DEFINITIONS

N/A

III. POLICY

Salus University recognizes the importance of educational development for employees and that self-development through continuing education is a vital ingredient for professional growth that benefits both the employee and the University.

The Tuition Reimbursement Program has been established to encourage employees to advance their knowledge and skills through additional academic experience and job-related undergraduate and graduate programs.

The Tuition Reimbursement Program is a benefit granted to faculty and administrative/professional staff based upon the University's strategic long-range plan and provided on the basis of institutional priorities, the labor market and faculty and staff members' academic and work performance.

ELIGIBILITY

Salus University extends tuition reimbursement for job-related education to currently employed full-time (1.0 FTE) faculty and administrative/professional staff who have completed one (1) year of employment.

PLAN YEAR

The plan year is January 1 to December 31.

PROGRAM/COURSES ELIGIBLE FOR REIMBURSEMENT

The following programs and courses qualify for reimbursement:

1. Courses with a direct relationship to the staff member's present position.
2. Courses that are required to complete a job-related undergraduate degree or a degree which can be beneficial in a future position at the University.
3. Courses required to complete a graduate degree program in a job-related area
4. Those degrees which have been approved for faculty in a tenure-track by the appropriate Chairperson or Dean.
5. Challenge examinations, as long as such examinations result in the awarding of College level credits toward an approved degree, and appear on the official transcript.
6. Course work leading to a licensure, registry or professional certificate

NOTE: Proof of acceptance is required for undergraduate and graduate degree programs.

PROGRAMS/COURSES INELIGIBLE FOR REIMBURSEMENT

1. Individual workshops, seminars, professional meetings, conferences, conventions and symposiums and other such external programs are not reimbursable under this program. Reimbursement for these types of programs will be the responsibility of individual departments based on budgetary limitations and other applicable considerations.
2. Individual courses, whether college-level work, correspondence courses, extension courses, or program instruction courses, which is not job-related as defined by the University.
3. Review and preparatory courses.
4. Post-doctoral level courses.

NOTE: The University will not pay for a second degree of the same level (e.g. Bachelor's) if the University has already paid for one at that same level.

COVERED EXPENSES

1. Reimbursement shall be for tuition expenses only.
2. Costs such as registration fees, general fees, laboratory fees, cost of books and supplies, transportation and other related expenses are not reimbursable under this program.

PROCEDURE

1. Faculty and staff members desiring tuition Reimbursement must complete an Application for Tuition Approval Form at least four (4) weeks prior to the beginning of class, and submit it to the Department Head/Chairperson for approval. Specific course title and

description must be included. Forms and directions are available in the Human Resources Department.

NOTE: Those employees requesting tuition reimbursement must apply for approval prior to registering for the course. Applications submitted on or after the course(s) begin will not be considered.

2. Department Heads/Chairpersons will evaluate the request, indicate approval or disapproval and forward the request to the Human Resources Department. For faculty members, the Vice President for Academic Affairs approval is also required.
3. The Human Resources Department reserves the right for final approval of the institution or program of study selected by a staff member, in consultation with the staff member and the sponsoring department, i.e. when questions are raised regarding the quality, relevance or cost of the program.
4. The applicant will be advised by the Human Resources Department of approval or disapproval. No changes in courses(s) may be made without approval of the Director, Human Resources. In the event of a disagreement concerning approval or qualifications of an application, the application will be forwarded to the President of the College whose decision will be final.

NOTE: Courses must be taken on the employee's own time. An employee's regular work schedule should not be altered to allow time off for participation in courses which are offered during work hours.

AMOUNT OF BENEFIT

1. Faculty and staff members eligible to participate in a Tuition Reimbursement Program will be reimbursed 80% of tuition cost per semester credit hour up to a maximum of \$5,000 per plan year. Reimbursement will be limited to a maximum of six (6) courses per plan year.
2. Individuals choosing to challenge a college-level course by means of examination will be reimbursed for the cost of the examination provided the examination cost does not exceed \$100 per credit hour and/or the maximum allotment of \$5,000 per year.
3. Tuition Reimbursement is granted toward approved courses at an accredited institution per normal academic semesters. An adjustment will be made in the case of institutions on systems other than two (2) semesters per academic year, not to exceed \$5,000 per plan year.
4. Those receiving Reimbursement from programs such as the G.I. Bill or other government sources will qualify for reimbursement based on the difference between the balance of the tuition not covered by these sources and the College's maximum tuition Reimbursement allowance.

NOTE: The amount available each plan year for a faculty or staff member is subject to review and is dependent on the University's budget. The University reserves the right to limit this benefit in any given plan year and/or to limit the total expenditure for any one employee. Any modification will be announced in a timely fashion to the staff.

CONDITIONS OF REIMBURSEMENT

1. Those employees requesting tuition reimbursement must apply for approval prior to registering for the course. Applications submitted on or after the date the course(s) begin will not be considered.
2. Upon completion of the course(s) or challenge exam(s) the faculty or staff member must submit the official grade report and original tuition bill to the Human Resource Department who shall initiate reimbursement subject to the following performance requirements:
 - a. A passing grade of "C" or better for undergraduate courses;
 - b. A passing grade of "B" or better for graduate courses, and
 - c. For educational institutions which use a pass/fail system, reimbursement shall be based upon successful passing of the course(s) or challenge examination(s).
3. In order to be eligible for tuition Reimbursement, the employee must submit final grades and receipts to the Human Resources Department within 90 days of the completion of the course.
4. Those faculty or staff members receiving tuition reimbursement are expected to remain at the University for at least six (6) months after receipt of reimbursement. In the event the individual fails to meet this requirement, s/he is liable for the repayment of any tuition Reimbursement payments received within the six (6) months period prior to termination. The University reserves the right to receive repayment by deducting the amount owed from a faculty or staff member's wages. If the amount deducted is less than the amount owed, s/he agrees to repay the University for the balance due.

NOTE: The income tax impact of this benefit is subject to IRS regulation.

WITHDRAWAL

Those individuals who withdraw from any course(s) must notify their department head or chairperson immediately. The reason for withdrawal will be reviewed and will determine future eligibility for tuition Reimbursement.