What costs are covered by the Tuition Reimbursement program?

Tell Me

Academic Assistance (Tuition Reimbursement) covers the following costs:

1. **Academic Costs** - Eligible employees approved for academic assistance may be reimbursed academic costs charged by the academic source at which the employee is enrolled. Academic costs are defined as charges assessed by an academic source to every person enrolling for the course. These charges are required of everyone and are neither negotiable nor discretionary for the individual enrolling in the course. Academic costs include in-state tuition, fees and course/lab fees. Course/lab fees must always be itemized. Reimbursement of course/lab fees may require a written statement from the academic source justifying the fee as a required fee in addition to other fees.

2. **Amount of Reimbursement** - Eligible employees may be reimbursed academic costs charged by the academic source where enrolled. Agencies/universities may reimburse all academic costs as specified in the paragraph "Academic Costs," or reimburse only tuition and other academic-related fees, but not fees unrelated to registering for a course or a degree program, such as dorm, student union construction, athletic fees, student health service, cultural event fees, etc.

3. **Special Graduate Programs** - Graduate professional programs (medicine, veterinary medicine, business, etc.) with unusual course/lab fees, tuition or other fees will be considered on a course by course basis. The agency head or his/her designee may approve payment of these academic costs.

4. **Other Financial Assistance** - Financial assistance from any other financial aid program shall not be duplicated under this program. However, the difference, if any, between such aid and the allowable costs under the Academic Assistance program may be reimbursed.

**NOTE: Non-reimbursable Expenses** - Reimbursement shall not be made for: charges specifically related to processing or receiving continuing education units (CEUs); application, examination, and graduation fees; transportation costs; textbooks and supplies.