As evidence of its commitment to academic achievement and professional development, it is the policy of the University to assist employees by providing tuition benefits for them to enroll in work-related courses and degree programs at the undergraduate level at educational institutions other than Colgate. The work-related tuition benefit is not provided for graduate courses.

**ELIGIBILITY**

An employee must complete three months of employment before becoming eligible for this benefit.

Under this plan, employees holding continuing appointments and working regular schedules of half-time or more will be eligible to take work-related courses. This benefit applies to members of the Administration, Facilities, Support Staff, and Technical Staff.

Employees working regular schedules of less than half-time and those working temporary appointments are not eligible to participate in the plan.

**QUALIFYING COURSES**

This benefit provides some reimbursement for tuition for undergraduate courses which are related in a direct or general way to the employee’s work and professional development. A “work-related” course is one in which the course content is of significant assistance to the employee in his/her present duties and responsibilities or in his/her professional development. Courses that are not directly work-related, but form part of a work-related degree program may also qualify for this benefit.

**COURSE ATTENDANCE**

Courses attended under this policy will be taken at educational institutions other than Colgate and attendance may be scheduled during working hours with approval from the supervisor.

**NUMBER OF WORK-RELATED COURSES**

Employees may take more than one work-related course per semester, providing the total number of classes does not exceed 3 classes per year (fall, spring and summer).

**REIMBURSEMENT**

If approved, reimbursement will be made at 100% of tuition and fees (with the exception of parking fees) up to $2,040 for the 2012-2013 academic year. A grade of C or better is required to obtain reimbursement. If the employee is dependent upon University funding for payment of the course, prior approval is required.

**APPROVAL**

Approval will be made by the Human Resources Consultant. Employees should complete the application (available from the Human Resources Department) for taking work-related courses and submit the completed form to Jill Dinski, Human Resources Consultant.

**APPEAL**

If approval for taking a course is denied, an employee may request a review of the decision by the Associate Vice President for Human Resources. The Associate Vice President requests that the written appeal be forwarded with reasons for reconsideration.
APPLICATION FOR TAKING WORK-RELATED COURSES

Name ________________________________ Date ______

Job Title ______________________________ Ext. ______

Department ____________________________

I wish to enroll in: ______________________________

Course title

Course dates and meeting time* duration of course

Institution

fee per credit hour total fee

*Please have your supervisor sign, indicating approval of work-related class and/or to change your work schedule.

________________________________________

Supervisor Signature

Employee Comments

Please explain how this course is related to your work. *Specifically, how will this course help you in your present job?

________________________________________

________________________________________

________________________________________

Are you working toward a degree? ________ If yes, please describe the kind of degree you are pursuing and indicate whether or not this course is required for your degree program.

________________________________________

(OVER)
Other facts which should be considered.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Employee Signature _______________________________________________________

Approval

Human Resources Consultant ____________________________________________

Approval not granted _________________________________________________

Reason for disposition ________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

*Please attach a description of the course.

Revised 7/12