KEAN

TUITION REIMBURSEMENT POLICY FOR UNCLASSIFIED (AFT) AND MANAGERIAL EMPLOYEES

Tuition Reimbursement is applicable to full-time Unclassified (AFT) and Managerial Employees *only*. Under the terms of Tuition Reimbursement, full-time Unclassified (AFT) and Managerial Employees can apply for reimbursement for courses taken towards a *first* undergraduate or *first* graduate degree. However, course work towards a graduate degree must be required by the University and it must be directly related to their area of work. Accordingly, Tuition Reimbursement will not be provided for courses taken towards a doctorate degree.

Terms and Conditions

- Tuition Reimbursement may be utilized for the above mentioned course work at any *accredited* institution. However, Tuition Reimbursement may not be combined with the Tuition Waiver Program or with any other scholarship/tuition assistance through other Federal, State or private agency resources.

- Tuition Reimbursement may be received at a rate of $200 per credit or the actual cost of tuition, whichever is less.

- Tuition Reimbursement may not exceed twelve (12) credits per year or a total of forty-five (45) credits for the duration of employment at the University.

- Reimbursement is only applicable towards the actual cost of tuition. Employees are responsible for any miscellaneous fees or expenses associated with the cost of their education (books, travel & etc).

- If an Employee resigns voluntarily or is terminated for cause from Kean University, prior to completion of the approved courses, then he/she forfeits entitlement to Tuition Reimbursement.

- Tuition Reimbursement is subject to the availability of funds. Available funds for Tuition Reimbursement will be distributed on the basis of 45% for the Fall term, 45% for the Spring term and 10% for Summer terms; any unused funds will be advanced to the

next fiscal year. In the event that funds are not sufficient to meet all requests, which would otherwise be approvable, priority shall be given as follows:

- Primarily, to those Employees who are enrolled in a terminal or graduate degree program for which the Employees previously received Tuition Reimbursement
- Next, to those Employees newly embarking upon an approved terminal or graduate degree program
- Then, to all other circumstances

Application Procedures

Employees wishing to receive Tuition Reimbursement must submit a completed Tuition Reimbursement application to the Office of Human Resources. This must be done ***prior*** to the beginning of each semester for which Reimbursement will be requested, in accordance with the same established deadlines listed on the University's Tuition Waiver Program webpage. Final approval will be made by the Chief Financial Officer. A written response will be sent to the employee within twenty (20) calendar days, regarding whether reimbursement can be provided.

Requirements to be Reimbursed

To obtain Tuition Reimbursement, an Employee must submit the following documentation to the Office of Human Resources at the conclusion of the approved semester:

- Evidence of satisfactory completion of the approved course(s) – specifying a grade of "C" or better in each course
- An Official University bill and receipt, indicating proof of the tuition payment