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 and graduate level](#) at educational institutions other than Colgate.

**ELIGIBILITY**

Eligibility for this benefit requires an employee be in an approved benefit eligible position and in one of the following employee categories: administrators, support staff, technicians, facilities and campus safety officers, library and athletic faculty administrators, coaches in non-faculty 12-month appointments. In addition, eligible employees must have completed three months of employment and maintain a solid performance rating for each year preceding course attendance.

**QUALIFYING COURSES**

This benefit provides a limited reimbursement for tuition for undergraduate and graduate 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. Accredited online classes do qualify for reimbursement.

**COURSE ATTENDANCE**

Courses attended under this policy will be taken at educational institutions other than Colgate and attendance should normally fall outside the normal work schedule. With the approval of the supervisor, employees may use vacation time or make alternate work arrangements if classes cannot be scheduled outside the employee’s normal work hours.

**NUMBER OF WORK-RELATED COURSES**

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

**REIMBURSEMENT**

If approved, reimbursement will be made at 100% of tuition and mandatory fees (with the exception of parking fees) up to $2,135* for undergraduate classes and $3,000* for graduate classes for the 2015-2016 academic year (fall, spring, summer). A grade of C (2.0) or better is required to obtain reimbursement. If the employee is dependent upon University funding for payment of the course, prior approval is required.

**PLEASE NOTE: IRS regulations govern the taxability of tuition benefits.** Currently, the value of graduate tuition benefits in excess of $5,250, on a calendar year basis, is taxable. The taxes associated with the value of the graduate course(s) will be withheld from your paycheck.
*For equity and taxability purposes, departments may not supplement course costs with professional development funds.

**APPROVAL**

Approval will be made by the Director of Benefits. Employees should complete the application (available from the Human Resources Department or on the website at http://www.colgate.edu/working-at-colgate/resources/forms-to-download) for taking work-related courses and submit the completed form and course description to Human Resources. Please allow for at least 48 business hours for the review of the application.

The University will approve applications, as received, based on the funding available designation for this program.

**APPEAL**

Should approval for taking a course be denied, an employee may request a review of the decision to 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 ________________________________

Job Title ________________________________ Department ________________________________

Course title: ____________________________________________

<table>
<thead>
<tr>
<th>Course dates and meeting time*</th>
<th>Duration of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

Institution: ____________________________ Fee per credit hour: ____________ Total fee: ____________

☐ Undergraduate Course  ☐ Graduate Course

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

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

________________________________________________________________________________________

________________________________________________________________________________________

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.

________________________________________________________________________________________

________________________________________________________________________________________

Other facts which should be considered.

________________________________________________________________________________________

________________________________________________________________________________________

Employee Signature ________________________________ Date ________________________________

Supervisor Signature ________________________________ Date ________________________________

**Authorization**

Director of Benefits ________________________________

Approval not granted ________________________________

Reason for disposition ________________________________

Revised 5/15