



Institutional Handbook of Operating Procedures
Policy 03.05.01

Section: Human Resources	Responsible Vice President: VP Human Resources and CHRO
Subject: Benefits	Responsible Entity: Human Resources

I. Title

Tuition Reimbursement for College Credit Coursework

II. Policy

The University of Texas Medical Branch (UTMB), in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity and expression, genetic information, or veteran status.

This policy is designed to 1) foster the professional growth and development of employees; 2) encourage them to obtain the skills, knowledge, and abilities that may improve their opportunity for career advancement; and 3) promote institutional consistency regarding the administration of tuition reimbursement for college credits.

Subject to an annual review of the availability of funds, tuition reimbursement will be provided for eligible employees in accordance with the information described in this document. The President may designate how funds are spent based on the strategic needs of the institution. Designation will be made each fiscal year in writing to the Vice President and Chief Human Resources Officer.

III. Employee Eligibility

To be eligible for tuition reimbursement, the employee must:

1. Work consistently (appointed at 30 hours or more per week), have completed six months of employment, and be in [good standing](#) prior to the beginning of class(es) for which registration is sought.
2. Be pursuing a graduate or undergraduate degree unless otherwise provided for in the UTMB Educational Assistance Plan Document. The degree should impact the employee's ability to advance within the organization and should qualify the employee as a candidate for jobs requiring the degree.
3. Sign a formal agreement (the [UTMB Tuition Reimbursement Application and Agreement](#)), in which the employee is to remain in the employment of UTMB for a period of time after the completion of each semester that is proportionate to the period of time the employee has received financial assistance, or to repay the amount of money if the individual fails to stay in the employment of UTMB for the period of time equal to the number of semester length for which the employee was reimbursed.
4. Complete the UTMB Tuition Reimbursement Application and Agreement, provide a copy of their degree plan and submit to Human Resources before the end of the semester in which classes are taken to obtain reimbursement.

IV. Documentation

Employees are accountable for providing documentation of the successful payment and completion of all classes reimbursed through this policy to Human Resources within 45 days of the completion of the semester. Proof of grades, receipts and a copy of the completed and approved UTMB Tuition Reimbursement Application and Agreement must be submitted for reimbursement to occur.

V. Guidelines for Reimbursement

- A. Employees may apply one time with a complete degree program. However, if there are any changes to the degree program, employees must resubmit the degree program.
- B. Courses eligible for reimbursement (**a maximum of \$5,250 per fiscal year**) must be for college credit(s) from a nationally accredited college or university. This includes classroom and on-line courses.
- C. All eligible curriculum-based credit courses will be eligible for reimbursement per semester up to the maximum cost allowed in a fiscal year.
- D. The component of state tuition rate set by the Legislature for public 4-year colleges and universities multiplied by two is the maximum rate for reimbursement for courses taken at private colleges and universities. There are two components, state tuition and designated tuition and the legislature establishes the amount for state tuition on a biennial basis. An employee receiving external funding from another entity (e.g., scholarships, GI Bill, other organizations) may only submit expenses not covered by the external-funding agent. Any exception to this policy must be approved in advance by the President or designee and will be paid outside of the institutional tuition reimbursement funds.

VI. Reimbursable/ Non-Reimbursable Expenses

Reimbursable expenses include:

- 1. Tuition
- 2. Related fees (e.g., building use fee, technology fee, student services, health and insurance fees for students in health-related studies, registration fee, etc.)

Non-reimbursable expenses include:

- 1. Parking costs
- 2. Late fees or financing fees
- 3. Books
- 4. Incidental items, including those required by the instructor (e.g., calculators, book bags, etc.)
- 5. Travel expenses

VII. Criteria for Reimbursement

Reimbursement may be obtained upon completion of the course and is subject to the following:

- 1. Employees must maintain satisfactory grade(s) that gives credit for the course as outlined by respective college/university.
- 2. Reimbursement for courses taken more than once will not be provided, except for thesis or dissertation courses.

VIII. Important Note Regarding Taxation

All individuals are required to complete and comply with all applicable federal, state, and UTMB rules and regulations. This includes review of taxation issues addressed by the Internal Revenue Code.

IX. Work Scheduling to Accommodate Class Time

Education initiated by an employee and covered by this policy should be pursued outside normal working hours. In instances where classes are only available during normal working hours, supervisors are encouraged to provide flexible work schedules and appropriate use of paid leave (e.g., vacation, compensatory time, etc.). However, any such work scheduling to accommodate class time is subject to supervisory approval in advance of registration and shall be reviewed every semester.

X. Dates Approved or Amended

<i>Originated: 09/01/1995</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
01/08/2010	
05/22/2017	
10/01/2018	
08/20/2019	
04/13/2022	

XI. Contact Information

Human Resources – Tuition Reimbursement
(409) 772-2630