I. Title

*Tuition Reimbursement for College Credit Coursework*

II. Policy

The University of Texas Medical Branch, 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 that impacts the employee’s ability to advance within the organization and will qualify the employee as a candidate for jobs requiring the degree training on completion of schooling.

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 forms, obtain pre-approval from his or her supervisor using the UTMB Tuition Reimbursement Application and Agreement and submit to Human Resources for final approval **no later than 30 days prior to the beginning** of class(es) or degree program.
IV. **Documentation**

Employees are accountable for providing documentation of the successful completion of all classes reimbursed through this policy to Human Resources within 30 days of the completion of the semester. Proof of grades and a copy of the completed, pre-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 or for an individual job-related class. However, if there are any changes to the degree program, employees must resubmit the application.

B. Courses eligible for reimbursement (**a maximum of $5,000 per fiscal year**) must be for college credit(s) from a nationally accredited college or university. This includes classroom and on-line courses.

C. Up to two (2) three-hour credit courses will be eligible for reimbursement per semester.

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

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Reviewed without Changes

XI. Contact Information
Human Resources – Tuition Reimbursement
(409) 772-2630