

For full-time members of the staff and faculty to take job-related courses at schools other than Wheaton.  
See back of form for information.

**Application Form**  
**Wheaton College**  
**TUITION REIMBURSEMENT PROGRAM**

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Course Information

Course Title: \_\_\_\_\_

Course Begins: \_\_\_\_\_ Course Ends: \_\_\_\_\_

Course Meets (circle days): M T W TH F SAT SUN  
Hours: from \_\_\_\_\_ a.m./ p.m. to \_\_\_\_\_ a.m./ p.m.

Institution or School: \_\_\_\_\_

Address: \_\_\_\_\_

Please attach a copy of the course description to this form and explain how this course is job-related.

Tuition Cost (**tuition only**; do not include registration, books, or other costs): \$ \_\_\_\_\_

I understand that to be reimbursed under this program, I must:

- be an eligible employee when the course begins and ends.
- submit a copy of my grade (grades of C- or higher are acceptable) or certificate of completion.
- submit a copy of my course registration form that indicates the amount of **tuition** paid.

\_\_\_\_\_  
Signature Date

Supervisor or Department Head's Signature

If all or part of this course is held during normal working hours, have you made arrangements with this employee to make up any lost time?

yes  no  not applicable; course is outside of work hours.

Is this course job-related and why:

\_\_\_\_\_  
Supervisor/Department Head Signature Date

Human Resources Review

Employee is:  eligible  ineligible – reason: \_\_\_\_\_

Course is:  eligible  ineligible – reason: \_\_\_\_\_

\_\_\_\_\_  
HR Signature Date

original: Human Resources

HR sends copy to: Employee

## TUITION REIMBURSEMENT PROGRAM

**Eligibility:** Full-time benefit-eligible members of the staff or faculty are eligible to begin a course through this program after the end of the second semester following the hire date or date of change to an eligible status. Employees must be actively at work and full-time at the beginning and end of each course.

**Benefit:** Eligible employees will be reimbursed for 75% of the cost of tuition to an overall maximum of \$1,000 per fiscal year. Costs of books, other supplies, registration, and other fees are not reimbursable. Employees must receive a qualifying grade of C- or better, or a certificate of completion. Grades of incomplete or extensions do not qualify for reimbursement.

**Eligible courses** are those that meet all four of these requirements:

1. Courses are taken at an accredited university, college, or school.
2. Courses result in grades upon completion or certificates of completion.
3. Courses carry college credit (undergraduate or graduate), are part of a high school equivalency program, or are part of a certificate program.
4. Courses are job-related, which means they maintain or improve the skills required to perform job duties, are courses about issues relevant to the work environment, or are designed to develop interpersonal skills.

**Procedure:**

1. You must complete a Tuition Reimbursement Program Application Form, have the form signed by your supervisor or Department Head, and send it to Human Resources **before the course begins**. Attach a copy of the course description to the application form.
2. Human Resources will review your eligibility status and the course's job-relatedness. A copy of the form indicating eligibility or ineligibility will be returned to you.
3. Upon completion of the course, you must submit a copy of the grade or certificate of completion and the registration form showing the amount paid for tuition.