



**Tuition Reimbursement Program Application for Wellesley College Employees**

Employee Name: \_\_\_\_\_ Banner # \_\_\_\_\_

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

Extension: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Course Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Tuition (excluding fees): \_\_\_\_\_

\*Please attach a copy of a bill that lists **tuition costs separated out from any other fees.**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please do not write below this line**

FTE: \_\_\_\_\_ x Max benefit per year: \_\_\_\_\_ = Maximum fiscal year benefit: \_\_\_\_\_

Minus benefit to date: \_\_\_\_\_

Benefit remaining: \_\_\_\_\_

FTE: \_\_\_\_\_ x Course Tuition: \_\_\_\_\_ = Amount Approved: \_\_\_\_\_

Current benefit remaining: \_\_\_\_\_

This employee meets the eligibility requirements for Wellesley College's Tuition Reimbursement Program.

\_\_\_\_\_  
Human Resources Date

**Wellesley College Tuition Reimbursement Guidelines**

**Eligibility**

You must have completed one full year of employment of at least half-time, have a budgeted FTE of at least half-time, 9 months per year, and have not exceeded your fiscal year reimbursement limit of the cost of one Wellesley College course, prorated by your budgeted FTE.

**Benefit**

The Tuition Reimbursement program provides tuition benefits to eligible employees taking courses at institutions other than Wellesley College. Eligible employees may be reimbursed for tuition for academic courses taken at an accredited institution. The maximum reimbursement in any fiscal year (July 1 to June 30) will be the actual tuition paid or the cost of one Wellesley College course, whichever is less. If you work less than 35 hours per week, 52 weeks per year, the benefit will be prorated based on your budgeted full-time equivalent (FTE).

The tuition reimbursement benefit applies to tuition only; fees and other related costs are not covered.

• **If you are matriculated in an undergraduate degree program, evidence of matriculation must be supplied.** Individual courses taken as part of an undergraduate degree program do not have to be job related in order to qualify for tuition reimbursement.

