



Tuition Assistance Policy
Office of University Relations

October 3, 2019

1. Policy Statement: University Relations encourages its employees to pursue educational advancement leading to professional, undergraduate and graduate level degrees or certifications and may authorize payment for coursework or training when funding is available. This policy is consistent with the [UW-Madison Employee Coursework and Training Assistance policy](#).

Employees must be employed with University Relations for at least one year prior to submitting a request.

Reimbursements to an employee are not to exceed 18 credits per calendar year for all eligible employment categories and are subject to available funding.

Staff may be reimbursed for up to 100% of tuition and segregated fees, not exceeding UW-Madison tuition equivalent per Office of the Registrar Tuition Rates, upon successful completion of the course and at the discretion of the Vice Chancellor for University Relations. Any grants, scholarships or awards received by the student toward a course are not eligible for reimbursement.

All requests must conform to the UW-Madison policy on tuition reimbursement:

<https://www.ohr.wisc.edu/docs/EmployeeCourseworkTrainingProcedures.pdf>

2. Purpose: Support the acquisition of skills and knowledge to assist with career development and advancement for employees.
3. Definitions:
 - a. **Career-related coursework:** is considered to be undergraduate or graduate level courses as well as other professional development courses that will qualify an employee for development within their current position or preparatory for career/professional job advancement. Doctorate coursework qualifies as well, but the reimbursement rate is calculated based on the UW-Madison graduate level course rate. The employee will attend the approved course or training on

his/her own time, use approved paid leave, or adjust his/her work schedule with the approval of the supervisor consistent with UW-Madison policy.

- b. **Employer-Directed/Required Training or Coursework:** is a training or course that the supervisor requires an employee to complete as part of their employment duties. This type of training is fully funded by University Relations and is typically taken on work time. This type of training is generally not taken for credit and does not fulfill requirements toward a degree.
 - c. **University Relations Assistant Vice Chancellors (AVCs)** – the three department (unit) leads from University Marketing, University Communications and Office of Strategic Partnerships.
4. Scope: This policy applies to all University Relations employees that hold a 50% or greater FTE position.
- a. Excludes:
 - i. Term Employees
 - ii. Student Help
 - iii. Less than 50% FTE position
 - b. This policy does not apply to Employer-Directed/Required Training or Coursework.
5. Procedures
- a. Employee must complete one [Reimbursement Request for Career-Related Coursework or Training form](#) for each course requested. Employee should include a brief statement of why they want to take the course and how it relates to their overall career development. All supporting documentation must be included with the form and submitted to the supervisor for approval. The form must be submitted to the supervisor and a copy forwarded to the UR AVC prior to the start of the coursework or training.
 - b. If approved by one of the University Relations AVCs the request will then be forwarded to the Vice Chancellor for University Relations for approval.
 - c. If approved by the Vice Chancellor, the form is sent to University Relations' Human Resources office and then forwarded to the UW-Madison Office of Human Resources (OHR) for final approval.
 - d. If the request is denied, in part or in full, at any step through the process, the employee's supervisor and/or University Relations' Human Resources Office will provide written correspondence to the employee with the reason for the decision.
 - e. Books, supplies, travel and other costs are not reimbursable expenses.
 - f. Following successful completion of the course (earning a grade of C or greater), the employee requests reimbursement through the e-reimbursement system, using the "Other Non-Travel" expense type. The approved Reimbursement Request for Career-Related Coursework or Training Form, proof of successful completion (a grade report of C or greater) and a receipt for tuition payment must be included when the expense report is submitted.

- g. In order to receive reimbursement, the employee must be an employee in good standing through the duration of the academic period in which the course was taken and at the time the request for reimbursement is submitted.
- h. Approved requests are valid only for the academic term/semester specified in the original request. If for any reason the employee is unable to take/complete the course during that time frame, a new request must be submitted to pursue reimbursement at a later date.
- i. University Relations leadership is committed to the broadest distribution of available funding. For that reason, a percentage distribution formula may need to be used if requests exceed available funds.

Criteria to be used in reviewing individual requests may include, but may not be limited to, the number of previous courses paid for by University Relations, application to current position, work performance, length of service, and overall equity of funds distribution.

NOTE: Employees may submit requests at any time; however, due to limited fund availability University Relations has established three priority deadlines for tuition reimbursement requests. The deadlines are as follows:

- Fall semester requests - July 10th
- Spring semester requests - December 1st
- Summer semester requests - May 1st

All employees requesting funds according to the above schedule will receive a response no later than 30 days following the deadlines noted above and will typically receive priority over requests that are not received by the above deadlines. The approval process can be lengthy. Employees are advised to submit the completed [Reimbursement Request for Career-Related Coursework or Training](#) according to the above deadline or, at minimum, well in advance of coursework or training.

Failure to Comply:

The tuition and fees paid by the employee will not be reimbursed.