

Title:

Tuition Assistance Program

HR Policy No: 30.012

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Reviewed: May 1, 2019

Purpose

The purpose of this policy is to describe the procedures to be followed when a qualifying employee applies for tuition assistance through Providence College's program.

Providence College provides tuition assistance as an additional educational benefit to those employees enrolled in job-related undergraduate or master's level degree programs, or courses, not offered at Providence College, and which directly improve the employee's ability to contribute to Providence College in his or her current position. The College reserves the right to reevaluate, modify, or rescind this program, at any time, with or without notification.

Applicability

Full-time Administrators, Staff, and Faculty

Policy

Eligibility Requirements

Employees must be full-time full year or full-time academic year, and must have completed a minimum of 12 months of continuous service. Employees must be enrolled in a job-related undergraduate or master's level degree program, or courses, not offered at Providence College. Also, employees must be employed at Providence College on the first day of classes, upon completion of the course, and must be considered in good standing. All courses must be taken during non-work hours.

Benefits

A. Undergraduate Tuition Assistance

1. A degree program, or course, must be job-related, on an undergraduate level, and not offered at Providence College.
2. A degree program, or course, must be taken at a fully-accredited college, university, or technical institution.

100% tuition only, for up to 5 courses per calendar year, generally not to exceed 15 credit hours. 100% tuition reimbursement for an earned grade categorized as an A or B; 75% tuition reimbursement for an earned grade categorized as a C; any grade categorized as a D or below will not qualify for reimbursement. The cost of books, lab fees, registration fees, supplies, etc., is not reimbursable.

B. Master's Level Tuition Assistance

1. A degree program, or course, must be job-related, on a master's level, and not offered at Providence College.
2. A degree program, or course, must be taken at a fully-accredited college, university, or technical institution.

Providence College will cover tuition costs to a maximum of \$2,000 per semester. Each course must be completed successfully, and the expectation is that the employee will remain employed by the College for at least two (2) years after the completion of a program. This benefit is limited to one master's program per employee.

Procedure

1. Prior to registration, the employee must complete a *tuition assistance application* form.
2. The *tuition assistance application* form must be signed by the employee's supervisor and divisional vice president indicating that the degree program, or course, is directly related to the employee's position.
3. The completed and signed application, along with a copy of the course description(s) and a copy of the fee schedule, must be submitted to the assistant vice president for human resources/director of benefits for review and determination as to whether the program qualifies for tuition assistance. The assistant vice president for human resources/director of benefits is responsible for the final determination as to whether a degree program, or course, qualifies.
4. Upon completion of each course, the employee will submit to the assistant vice president for human resources/director of benefits a tuition assistance voucher with proof of satisfactory grades and proof of payment.
5. Upon review and approval, the assistant vice president for human resources/director of benefits will authorize payment directly to the qualifying employee.

Federal Tax Requirements

1. Generally, tuition assistance benefits for undergraduate degree programs or courses that are related to the professional development of an employee are not considered taxable benefits. A tax professional should be consulted regarding the tax status of this or any other benefit.

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2. Tuition assistance benefits for master's level degree programs or courses are taxable above the annual dollar amount of \$5,250, as defined by the IRS. Exceptions may apply if the courses taken are an established working condition of employment.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.