

2017 Jefferson Tuition Assistance Program Overview

Complete applications must be submitted with all documentation (including itemized bill) 30 days in advance of payment. In accordance with IRS regulations, any tuition benefit in excess of the Federal tax exempt limit (currently \$5,250 in a calendar year) will be treated as regular taxable wages and the employee will be responsible for all applicable taxes. For taxation purposes only, tuition benefit amounts will be applied to the **calendar year** in which they are **paid**.

	Internal	External						
Eligibility	Benefit eligible full and part time, non-bargaining employees are eligible after 60 days of benefit eligible service prior to the start of the class							
% Eligible for Payment	90%	80%						
Calendar Year Maximum (Jan 1- Dec 31)	Undergraduate:	<table border="1"> <tr> <td>Full Time: \$5,000</td> <td>Undergraduate:</td> <td>Full Time: \$3,200</td> </tr> <tr> <td>Part Time: \$2,500</td> <td></td> <td>Part Time: \$1,600</td> </tr> </table>	Full Time: \$5,000	Undergraduate:	Full Time: \$3,200	Part Time: \$2,500		Part Time: \$1,600
	Full Time: \$5,000	Undergraduate:	Full Time: \$3,200					
Part Time: \$2,500		Part Time: \$1,600						
Graduate:	<table border="1"> <tr> <td>Full Time: \$7,500</td> <td>Graduate:</td> <td>Full Time: \$5,000</td> </tr> <tr> <td>Part Time: \$3,750</td> <td></td> <td>Part Time: \$2,500</td> </tr> </table>	Full Time: \$7,500	Graduate:	Full Time: \$5,000	Part Time: \$3,750		Part Time: \$2,500	
Full Time: \$7,500	Graduate:	Full Time: \$5,000						
Part Time: \$3,750		Part Time: \$2,500						
All courses that begin in the current calendar year are considered when calculating the maximum amount for the year.								
Requirements	<ul style="list-style-type: none"> Tuition charges only Credited courses offered in a degree or certificate program Courses must be related to position at Jefferson 	<ul style="list-style-type: none"> Tuition charges only Credited courses offered in a degree program Certificate programs with classroom component Courses must be related to position at Jefferson Sponsored by an accredited institution through the Council for Higher Education Accreditation list 						
Payment Options	<ul style="list-style-type: none"> Pre-pay or reimbursement For Jefferson (Philadelphia + Thomas Jefferson University) East Falls Campus - reimbursement only 	Reimbursement after successful completion of course with a grade of C or better. Employees who used the pre-pay option in 2016 will be able to use the pre-pay option for classes that start in 2017.						
Documentation	<ul style="list-style-type: none"> For prepayment, please attach an itemized bill indicating the tuition charge for the course. You are required to submit to HR a copy of your final grade within 30 days of course completion. Failure to submit your grade will result in suspension of the tuition assistance benefit and you will need to repay Jefferson for benefits paid on your behalf. For reimbursement, applications must be submitted within 6 months of course completion. Please attach an itemized bill, paid receipt and grade report. If you are receiving tuition assistance, we will require documentation from the educational institution indicating the amount of the scholarship, grant or award that is applied towards the tuition amount for the courses on your application. This amount will reduce what would otherwise be covered by this program. 							
Repayment Terms	<ul style="list-style-type: none"> If you do not remain in the employ of Jefferson or move to a non-benefit eligible position within six months after completing a course, you will be required to reimburse Jefferson. See Tuition Policy #200.62 for more details. If you do not satisfactorily complete all courses with a grade C or better, you will be required to reimburse Jefferson either through payroll deductions for the amount of tuition benefits received. No additional tuition benefit will be paid by Jefferson until class is fully repaid. 							

Additional information pertaining to the Jefferson Tuition Assistance Program is outlined on the Human Resources website, hr.jefferson.edu under Current Employees, Resources & Links then Policies.

2017 Jefferson Tuition Assistance Application

Submit Completed Tuition Application and Course Documentation to:
 Department of Human Resources – Attn: Tuition Specialist
 833 Chestnut Street, Suite 900
 Email paperwork as attachment to: HRTuition@jefferson.edu

*You may type your information in the below form and press print, but you may not have the ability to save the document.

Please Print Clearly				
Employee Name:	Employee Number: 000	Campus Key:		
Preferred Phone:	Preferred Email:			
Accredited College or University Name: (See www.chea.org for accredited schools)				
Semester	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
Student ID:	Degree Level (BS, MSN, etc.):	Major/Concentration:		
Payment Option	<p style="color: red; margin: 0;">The prepay option is available for internal classes, except the East Falls Campus. For external classes, employees who used the prepay option in 2016 will be able to use the prepay option for classes that start in 2017.</p> <input type="checkbox"/> Prepay directly to school (Internal or external institution, you must attach required itemized bill) <input type="checkbox"/> Reimbursement to employee after course completion (attach itemized bill, paid receipt and grade report)			
Subject/Course # <i>(ex. BIOL 111)</i>	Course Title <i>(ex. Biology)</i>	Credits	Start Date <i>MM/DD/YY</i>	End Date <i>MM/DD/YY</i>
Are you receiving other tuition assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount applied to tuition this semester: _____ We will require documentation from the educational institution. See overview.				
<p>Employee Agreement</p> <p>I have read, understand, and agree to the terms set forth in the Tuition Assistance Policy. I understand that for taxation purposes only, benefit amounts will be applied to the calendar year in which they are paid and that any tuition benefit in excess of the Federal tax exempt limit (currently \$5,250 in a calendar year) will be reported as regular taxable wages (more information available on the HR website). I will be responsible for all applicable taxes.</p> <p>I understand that I will be financially responsible for repaying Jefferson a prorated amount of the tuition assistance paid for any course if:</p> <p>a. I fail to obtain a grade of "C" or better, or</p> <p>b. I fail to submit proof of successful completion of a course within 30 days after the course is completed, or</p> <p>c. I do not remain in the employ of Jefferson or move to a non-benefit eligible status within six months after completing a course.</p> <p>Employee Signature: _____ Date: _____</p>				
Department Approval	Is this course related to the employee's present job? <input type="checkbox"/> Yes <input type="checkbox"/> No Print Name: _____ Signature: _____ Date: _____			
<p style="color: red; margin: 0;">All areas above must be completed for processing to occur.</p> <p style="color: red; margin: 0;">Must be submitted with documentation 30 days in advance of payment.</p>				
HR Approval	<input type="checkbox"/> Approved <input type="checkbox"/> Denied: _____	Signature/Date: _____		Code: _____

Any missing or illegible information on the application will delay payment and may result in a denial of your application.