



**Employee Tuition Reimbursement Benefit for
Courses Taken at Other Colleges/Universities
Plan-at-a-Glance**

12/25

<p>Eligibility (Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements).</p>	<p>Regular Full-Time Faculty/Staff: Upon completion of 1 year of full-time service</p> <ul style="list-style-type: none"> Regular Part-Time Faculty/Staff are <u>not</u> eligible for tuition reimbursement benefits.
<p>Regular Full-Time Faculty/Staff</p>	<p>70% tuition reimbursement for up to two courses (including approved non-credit courses and certification/recertification exams) in each relevant semester or quarter, if such course is directly related to the employee’s job at the University*</p> <p>In no instance is an employee eligible for tuition reimbursement of more than a total of 2 courses/certification/recertification exams per semester or quarter.</p>
<p>How to Apply</p>	<p>Complete an Employee Tuition Reimbursement Application by logging into myURHR Workday using your Active Directory, click on ‘Benefits and Pay’ on the homepage under the Apps section, then click on ‘Employee Tuition Reimbursement Application’ under Suggested Links. Submit applications no later than 30 days from the start date of the course(s).</p>
<p>Payment of Tuition Reimbursement</p>	<p>Within 90 days of course completion, the employee must submit an itemized tuition bill, including proof of cost and payment, and proof of successful course completion (i.e. grade report) by logging into myURHR Workday using your Active Directory, click on ‘Benefits and Pay’ on the homepage under the Apps section, click on ‘Employee Tuition Reimbursement Application’ under the Suggested Links section.</p>

The University reserves the right to modify, amend or terminate the Employee Tuition Reimbursement Benefit at any time. This document provides only a summary of the main features of the plan. Detailed information on the benefit plans is available on the Total Rewards website Rochester.edu/totalrewards. A paper copy of this information is available for free from the Office of Total Rewards.

**Active employment in an eligible status must be maintained through the completion of the course and the faculty or staff member must successfully complete the course. If these criteria are not met, the faculty or staff member will be responsible for the payment of the course and any related late fees.*