

# UConn HEALTH

## HUMAN RESOURCES

### University Health Professionals (UHP) Tuition Reimbursement Program

**Tuition Reimbursement** - Funding shall be made available in the fiscal year to members of the bargaining unit for reimbursement of tuition. Funding is determined in accordance with Article 21 of the union contract.

Partial reimbursement of tuition for job-related educational training taken outside of regularly scheduled hours of work is permitted under the following conditions:

- According to the University of Connecticut Laws and By-Laws, Article XV.Q:
- "No full-time member of the professional staff may take for credit academic work at this institution or elsewhere during that employee's regular working hours, without prior written approval of the appropriate Vice President."
- Each course must be job-related as described on the request form and must result in increased knowledge and skill. There is a reasonable expectation that UConn Health will benefit from participation in this program (i.e., that the course work will be applied to carrying out the mission of UConn Health.)
- All courses must be taken at fully accredited Connecticut colleges or universities. Exceptions will be considered only if the employee shows good cause (in writing) and the reasons are verified by the supervisor.
- Courses may be taken at the undergraduate and graduate level and may be credit or non-credit.
- Reimbursement will be considered only if the supervisor approves the course and proof is provided that the course is job-related and of value to the employee and the University. Electives that are part of a degree program will be considered provided that the supervisor approves the degree program.

**Employees can only apply for reimbursement for up to six (6) credits per semester, and are limited to no more than a combined total of up to twelve (12) credits per fiscal year (i.e. Summer, Fall, and Spring semesters).**

The semester to which a course belongs is determined by the end date of the course:

- Summer: courses ending in June, July, or August
- Fall: courses ending in September, October, November, or December
- Spring: courses ending in January, February, March, April, or May

**Applications must be submitted separately for each semester. Human Resources will not review incomplete applications. If an application is not complete it will be returned to the employee; the manager must then initial the corrected sections before it is resubmitted. Other fees for registration, insurance, health or bookstore services, breakage or expenditures for textbooks and the like will not be considered for reimbursement. Employees will be reimbursed according to the following fee structure:**

- If the course is taken as part of the regular program at the University of Connecticut, 100% of the University's rate for tuition.
- Part-time staff will receive reimbursement that is pro-rated according to the employee's FTE.
- For courses taken at any fully-accredited college or university in the State of Connecticut (or approved exception) other than the University of Connecticut, reimbursement will be made at a rate of 75% of that institution's tuition costs, or at 75% of the University of Connecticut's per credit rate, whichever is less. An exception is made for courses in an MBA or Law degree program which will be reimbursed in accordance with the credit rate in effect for the MBA and Law School Programs at the University of Connecticut, unless the courses are at another institution and that institution's rate is less.
- If an employee's manager requires an employee to take a professionally related course, upon successful completion, the cost of the course shall be reimbursed by the employee's department; this tuition reimbursement program shall not apply.

## APPLICATION PROCEDURE

All applicants must apply through their departments for tuition reimbursement according to the following procedures:

Obtain the appropriate form, which must be completed and signed by the applicant. Forms are available on the Human Resources website –<https://health.uconn.edu/human-resources/services/benefits/tuition-program/>, or from Human Resources (860-679-2426).

Obtain the permission of the employee's first level supervisor outside of the bargaining unit. Signatures of physicians at UConn Health are acceptable providing they act in a supervisory capacity.

Indicate the exact cost per credit hours of each course. If actual costs vary from what the applicant has indicated on the original application, the employee should send a letter of explanation to this office along with the other documentation provided at the end of the course.

Fax or email the fully completed application form to UConn Health, Department of Human Resources (860-679-4660 or [hr@uchc.edu](mailto:hr@uchc.edu)).

## APPLICATION TIME FRAMES

Please forward completed applications at least one week prior to the start of classes, but no earlier than 90 days prior to the start of classes. Applicants who fail to submit an application at least one week prior to the start of classes due to extenuating circumstances may request a review on a case-by-case basis. Tuition reimbursement applications received after courses end will be denied without any option for review.

Applications will be processed on a "first come-first served" basis until funds are expended. Employees will be notified of their status within a month of the beginning of the semester. All changes or corrections to the original application (including withdrawals, course changes, or differences in computing fees) must be reported to HR within **one week** of the change. Failure to do so may affect your eligibility for reimbursement.

## TO OBTAIN REIMBURSEMENT

The following required documentation must be submitted to HR **within thirty (30) calendar days\*** after the course:

- College Grade Report with Passing Grade
- Account Summary listing the charges and credits by category and displaying a \$0 balance for the semester in which reimbursement is being sought.
  - Note - employees will not be reimbursed for an amount greater than their own expenditure.

If an employee fails to provide the required documentation within thirty (30) calendar days, the tentative approval will be rescinded, and the employee shall not be reimbursed.

Reimbursement received will be issued in the employee's regular paycheck.

Applicants must be employed in an eligible position prior to the semester start date; applicants can be reimbursed only if still employed, or on recall from a lay-off, when the course ends.

If grade reports are unavailable by the deadline, applicants may substitute a letter from the instructor or the institution indicating successful completion of the course.

**\*Please note: State regulations require payment documents by June 1st for payment within the fiscal year.**

### A GRADE OF "INCOMPLETE"

Should an applicant receive a grade of "incomplete" at the end of a term, it shall be his/her responsibility to so notify this office within the time limits set for submission of grade reports. If such information is not forthcoming, Human Resources will assume that the applicant has failed to meet the deadline for providing documentation and the funds set aside for his/her reimbursement will be released. The "incomplete" must be removed, however, and a grade submitted before the end of the fiscal year during which the course was begun, since funds allocated for one fiscal year cannot "carry over" into the next.

Students requesting reimbursement for special programs (thesis credits, a practicum, etc.) who do not expect to complete their projects within one semester must notify Human Resources in writing of their situation. To ensure funding is reserved, a new application must be submitted for each semester to which the program will be forwarded.

**Questions:** 860-679-2426