



## TUITION REIMBURSEMENT POLICY

*Restated: April 26, 2005*

**Purpose/Policy:** The Mercer Engineering Research Center (MERC) provides tuition reimbursement to eligible employees in obtaining certifications or degrees that are determined to be job necessary and/or job related. This policy is intended to replace any previous Tuition Waiver Policy in effect prior to the effective date of this Policy.

**General Eligibility:** All full-time current employees who have completed at least six months of continuous full-time University service shall be eligible for tuition reimbursement benefits. For purposes of this policy, full-time employees are professional staff and all classified personnel who work 40 hours per week. Continued availability of tuition reimbursement is contingent upon continued full-time employment of the eligible employee.

**Availability of Tuition Reimbursement:** The tuition reimbursement provided to employees of MERC is available to assist employees in the pursuit of any degree or certification that will enhance the employee's ability to fulfill the requirements of his/her present position or to better prepare him/her to assume the responsibilities of a new position with MERC. In order to receive reimbursement, the degree or certification program being sought and the institution must be approved by the respective Director and the Executive Director of MERC.

**Participation Eligibility:** Participation in the Tuition Reimbursement Benefit is limited to the availability of financial resources of MERC.

**Manner of Reimbursement:** The tuition reimbursement is to be paid to eligible employees of MERC upon the successful completion of an approved undergraduate course with a grade of "C" or better or an approved graduate course with a grade of "B" or better.

MERC will reimburse the employee at the end of each quarter/semester upon receipt of a Request for Tuition Reimbursement and his/her Official Final Grade Report and receipt verifying the actual tuition paid.

**Use of Tuition Reimbursement:** The funds provided to eligible employees under this benefit are available only for the reimbursement of tuition costs. Institutional fees, textbooks, supplies, and other costs are not reimbursable under this benefit.

**Academic Eligibility:** The employee must meet the admission requirements of and be accepted by the chosen institution.

**Course Selection & Academic Load:** The tuition reimbursement for eligible employees covers a maximum of two courses or ten hours per quarter (seven semester hours), which must be taken outside normal working hours. Any full-time employee who takes more than two courses or ten quarters hours (seven semester hours), even if paid by the employee, loses his/her eligibility for tuition reimbursement.

**Administration:** An initial Application for Tuition Reimbursement and an official Plan of Study signed by the employee's academic advisor must be filed with the MERC Director of Operations at least thirty days prior to commencing a course of study in order to obtain approval of the study. Thereafter, the employee is to submit a *Request for Tuition Reimbursement*, an Official Final Grade Report and tuition receipts to the MERC Director of Operations each academic quarter or semester the employee is enrolled in order to obtain the tuition funds.

Eligibility for tuition reimbursement shall be certified by the employee's supervisor and their respective Director. Approval or denial of the Application for Tuition Reimbursement will be made through the MERC Director of Operations to the Executive Director of MERC.

If you have any questions concerning this MERC benefit, please contact the MERC Director of Operations.