

ROCHESTER INSTITUTE OF TECHNOLOGY

Application for Tuition Assistance

Regular full-time and extended part-time employees are eligible for tuition assistance for credit courses taken at other colleges and universities as well as courses taken through RIT's Center for Professional Development (CPD). (Employees cannot be reimbursed for college/university courses and a CPD course in the same semester). Reimbursements are made as non-taxable reimbursements through your regular paycheck.

Tuition assistance for up to **\$750 per semester** (excluding fees and other charges) is available for **job-related credit courses** taken at accredited colleges and universities. NOTE: A job-related course is one that is needed to **maintain or improve** the employee's current job skills. A course is not job-related if it serves to meet the minimum requirements of a job.

Tuition assistance is available for one course per semester for up to **\$250 per semester** for courses taken through CPD if the employee's department does not have available funds (maximum of two CPD courses per academic year) (this funding does not apply to NTID departments).

Submit this completed form to Human Resources (HR) with a **copy of the detailed tuition bill** by **June 1st** of each academic year for the current academic year. Applications received after this deadline **will not** be processed.

Employee Name: _____ Employee No.: _____

RIT College/Division: _____ RIT Phone #: _____

Check One: College or University (enter name) _____
 Center for Professional Development (CPD)

Academic Year: _____ Semester: Jan – Apr May – Aug Sep – Dec

Name of Course: _____ Tuition Cost: _____

Proof of Payment is Attached (see reverse side for details): Yes No, but will send after registered

Check one: reimburse me because I paid/will pay for the course
 reimburse my department by journal entry to the following account (CPD only)

If you are seeking reimbursement for a course you are taking at an accredited college or university, please describe how this course (not degree) will **maintain or improve** your current job skills; use specific comparisons between your job description and the course description.

If this request is for reimbursement for a course taken at an accredited college or university, the above information accurately reflects the relatedness between my current RIT responsibilities and the course.

Signature of Employee _____ Date _____

Approvals:

Signature of Department Head/Director _____ Date _____

Signature of Dean of College or VP of Division _____ Date _____

Human Resources Department Approval		
Amount: <input type="checkbox"/> \$750 <input type="checkbox"/> Other \$ _____	_____	_____
	Human Resources Department Approval	Date
Payroll: <input type="checkbox"/> BW <input type="checkbox"/> Semi		

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Instructions for Application for Tuition Assistance

1. Submit completed Application for Tuition Assistance Form to Human Resources (HR). Form must be approved by your (1) department head or director and (2) dean of your college or vice president of your division.
2. For credit courses taken at other colleges and universities, attach the following to your completed form:
 - an official tuition receipt; or
 - copies of front and back of canceled checks with a copy of the course schedule; or
 - credit card receipt with a copy of the course schedule.

NOTE: If you are requesting reimbursement prior to registering for a course, please provide proof of payment as outlined above immediately after registration.

3. For CPD courses, attach a copy of your Certificate of Completion.
4. For employee reimbursements: you will receive the reimbursement through the Payroll system. The payment will be non-taxable and will not be part of your taxable earnings – it will simply be a non-payroll reimbursement.
5. For department reimbursements by journal entry: HR will send a copy of your approved form to accounting for the journal entry. (This funding does not apply to NTID departments).