

# COLGATE UNIVERSITY

## Work-Related Courses

As evidence of its commitment to academic achievement and professional development, it is the policy of the University to assist employees by providing tuition benefits for them to enroll in work-related courses and degree programs at the **undergraduate and graduate level** at educational institutions other than Colgate.

### ELIGIBILITY

Eligibility for this benefit requires an employee be in an approved benefit eligible position and in one of the following employee categories: administrators, staff coaches, language interns, library and athletic faculty, support staff, technicians, facilities and campus safety officers. In addition, eligible employees must have completed three months of employment and maintain a solid performance rating for each year preceding course attendance.

### QUALIFYING COURSES

This benefit provides limited reimbursement for tuition for undergraduate and graduate courses which are related in a direct or general way to the employee's work and professional development. A "work-related" course is one in which the course content is of significant assistance to the employee in his/her present duties and responsibilities or in his/her professional development. Courses that are not directly work-related, but form part of a work-related degree program may also qualify for this benefit. Accredited online classes do qualify for reimbursement. Submission of the application requesting approval must be submitted prior to the start of the course.

### COURSE ATTENDANCE

Courses attended under this policy will be taken at educational institutions other than Colgate and attendance should normally fall outside the normal work schedule. With the approval of the supervisor, employees may use vacation time or make alternate work arrangements if classes cannot be scheduled outside the employee's normal work hours.

### NUMBER OF WORK-RELATED COURSES

Employees may take more than one work-related course per semester, providing the total number of classes for reimbursement does not exceed 3 classes per calendar year (spring, summer, and fall).

### REIMBURSEMENT

If approved, reimbursement will be made at 100% of tuition and mandatory fees (with the exception of parking fees) up to \$5,250\* (which is the IRS maximum for tax free tuition reimbursement) for undergraduate and graduate classes. A grade of C (2.0) or better is required to obtain reimbursement. If the employee is dependent upon University funding for payment of the course, prior approval is required. Employees must be actively working at the time of the course completion to be eligible for reimbursement.

\*For equity and taxability purposes, departments may not supplement course costs with professional development funds.

## APPROVAL

Approval will be made by the Assistant Director of Benefits. Employees must complete the application (available from the Human Resources Department or on the website at <http://www.colgate.edu/working-at-colgate/resources/forms-to-download>) for taking work-related courses and submit the completed form and course description to Human Resources prior to beginning the course(s). Delay in submitting the application prior to the start of the course may result in denial of reimbursement. Please allow for at least 48 business hours for the review of the application.

The University will approve applications, as received, based on the funding available designation for this program.

## APPEAL

Should approval for taking a course be denied, an employee may request a review of the decision to the Assistant Vice President for Human Resources. The Assistant Vice President requests that the written appeal be forwarded with reasons for reconsideration.

# Colgate University

## APPLICATION FOR TAKING WORK-RELATED COURSES

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Department \_\_\_\_\_

Course title: \_\_\_\_\_

\_\_\_\_\_

Course dates and meeting time\*

\_\_\_\_\_

Duration of course

\_\_\_\_\_

Institution

\_\_\_\_\_

Fee per credit hour

\_\_\_\_\_

Total fee

Undergraduate Course

Graduate Course

\*Please have your supervisor sign, indicating approval of work-related class and/or to change your work schedule.

Please explain how this course is related to your work. Specifically, how will this course help you in your present job? Attach the course description.

\_\_\_\_\_  
\_\_\_\_\_

Are you working toward a degree? \_\_\_\_\_ If yes, please describe the kind of degree you are pursuing and indicate whether or not this course is required for your degree program.

\_\_\_\_\_  
\_\_\_\_\_

Other facts which should be considered.

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that by signing this Work Related Course Application, I am in agreement that the above named course directly correlates to the employees current position.

### **Authorization**

Assistant Vice President for Human Resources \_\_\_\_\_

Approval not granted \_\_\_\_\_

Reason for disposition \_\_\_\_\_