



CERTIFICATION FOR TUITION REIMBURSEMENT

(For courses taken at an institution other than Case)

(Complete each semester a reimbursement is sought)

Semester _____

Employee Information

Name _____ Empl ID _____

Dept _____ Title _____ Phone _____

Bldg/Room _____ Location Code _____

Employment Status Staff Faculty full-time part-time

School Information (must be an accredited degree-granting institution)

Name of College/University _____

Program of Study _____

Course Name & Number (Attach registration and paid tuition bill)

Course No	Course Name	Begin Date	End Date	No. Credit Hours	Cost/ Credit Hour	Total Amount
TOTAL						

Do you receive funds for your tuition from any other source? _____ No _____ Yes

If Yes, Source: _____ Amount: \$ _____

The above courses are job related and I cannot take these courses at Case because:

I HAVE READ THE REVERSE SIDE AND I UNDERSTAND THAT THE PENALTY FOR FRAUDULENTLY SEEKING A TUITION REIMBURSEMENT BENEFIT MAY INCLUDE DISCIPLINARY ACTION.

Employee Signature _____ Date _____

Supervisory Review

I HAVE REVIEWED THIS INFORMATION AND I AGREE THAT THE SPECIFIED COURSES ARE JOB RELATED.

Supervisor Signature _____ Date _____

For Employer Use Only

Registration Tuition Bill Grade Transcript Empl Class _____ Hire Date _____

Benefits Representative _____ Approved _____ Yes _____ No

Reason Not Approved: _____ Date Notified _____

Reimbursement Amount _____ Date Sent to Acct. Payable _____

Fiscal Year _____ Total Reimbursed To Date \$ _____ Balance Remaining \$ _____

Eligible Participants	<p>Faculty with the rank of Prof., Assoc. Prof., Asst. Prof., Senior Inst., Instr., and Lecturer and Faculty who have an appointment specifying a salary paid through CASE that is 50% or more of their full time equivalent salary.</p>
Point of Eligibility	<p>Staff who are regular employees with half-time service or more.</p> <p>Must be employed as of the last day of the drop/add period for the semester or quarter as set by the College or University Registrar. If employment ceases prior to end of the quarter or semester, reimbursement will not be granted and the employee is personally responsible for the tuition.</p> <p>Tuition reimbursement is available to employees who cannot take advantage of the tuition waiver program for CASE courses because job related courses are not available at CASE, and/or the employee cannot get release time for the job related courses at CASE. Employees may apply for a tuition waiver or a tuition reimbursement during any one semester/quarter, but not for both during the same semester/quarter.</p> <p>Pre-authorization must be obtained from the Human Resources Department in consultation with the employee's supervisor or manager by completing the Tuition Reimbursement Form.</p>
Student Status Required	<p>Tuition reimbursement forms are available for job related courses taken at accredited, degree-granting institutions other than CASE. Continuing education courses are not eligible for a tuition reimbursement.</p>
Limit:	<p>The equivalent of six semester credit hours (1 quarter credit hour = 2/3 of a semester credit hour) during the fall, winter and spring semesters/quarter; The equivalent of three semester credit hours (1 quarter credit hour = 2/3 of a semester credit hour) during the summer semester/quarter.</p>
Per Term	<p>None.</p>
Per Person	<p>For full time employees, the maximum reimbursement is \$2,000 per fiscal year (July 1 - June 30). For part-time employees, the maximum is pro-rated for the fiscal year (July 1 - June 30) based on Benelect eligibility.</p>
Tuition Covered	<p>Reimbursement is limited to tuition charges only. Other charges will not be covered (i.e. books, late fees, lab fees, etc.). Reimbursements will only be given for courses in which a grade of at least "Pass" or "C" is received.</p> <p>Reimbursement will be reduced by veterans benefits or any third party funds used to defray the cost of tuition.</p>
Procedures	<p>Submit Tuition Reimbursement Forms to Benefits Administration NO LATER THAN THE WEEK CLASSES BEGIN, with a copy of the tuition bill and registration from the college or university attached. TUITION REIMBURSEMENT FORMS WILL NOT BE ACCEPTED AFTER THE MID-TERM OF THE COURSES. You will be notified by Benefits Administration within seven to ten working days whether or not your request has been approved.</p> <p>Once the course(s) is completed forward a copy of the official grade transcript to Benefits Administration for processing of your reimbursement. Your reimbursement will be processed by Benefits Administration within seven to ten working days.</p> <p>Tuition Reimbursements are issued on a fiscal year period (i.e. summer, fall, spring) and are based on the completion date of the course. Tuition reimbursements will not be accepted beyond June 30th for courses completed in the prior fiscal year.</p>