CERTIFICATION FOR TUITION REIMBURSEMENT
(For courses taken outside of Case Western Reserve University)

Employee Name

Dept. Title

Phone Email

Employment Status □ Staff □ Faculty □ Full-time □ Part-time (75% or 50%) (benefits eligibility rate)

College/University (must be an accredited, degree-granting institution)

Program of Study (or non-degree)

<table>
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<tr>
<th>Course Information (Must be fully completed. Please also attach registration and accurate proof of tuition charges)</th>
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<tbody>
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<td>Course Number (must match registration)</td>
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<td>TOTAL</td>
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Do you receive funds for your tuition from any other source? □ No □ Yes Amount

If Yes, Source:

The above courses are job related and I cannot take these courses at Case Western Reserve 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

For Employer Use Only

□ Registration □ Tuition Bill □ Grades Authorized: □ Yes □ No

Benefits Rep. Date

Fiscal Year Total Reimbursement

(notes)
Eligible Participants

**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 the university that is 50% or more of their full time equivalent salary.

**Staff** who are regular employees with half-time service or more.

Point of Eligibility

Tuition reimbursement is contingent on appointment or employment as of the beginning of the semester for the course for which reimbursement is sought. Reimbursement is not available if university employment is terminated before satisfactory completion of the course.

Tuition reimbursement is available to employees who cannot take advantage of Tuition Waiver because job related courses are not available at the university, and/or the employee cannot get release time for the job related courses at the university. 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.

Pre-authorization must be obtained from Benefits Administration, in consultation with the employee's supervisor or manager, by submitting a completed Certification for Tuition Reimbursement form and required supporting documentation (see Procedures below)

Student Status Required

Reimbursement is available for pre-approved study in job related courses taken at accredited, degree-granting institutions other than Case Western Reserve. There is no reimbursement for continuing education courses, seminars, and workshops that are not part of the degree curriculum and are not listed in the institution's regular bulletin at the college or university of choice.

Benefit Limits

Per Term: the equivalent of six semester credit hours (1 quarter credit hour = 2/3 of a semester credit hour) during the fall and spring semesters; the equivalent of three semester credit hours (1 quarter credit hour = 2/3 of a semester credit hour) during the summer semester.

Per Fiscal Year: 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.

*Effective July 1, 2014 the maximum reimbursement will be increased to $2500 per fiscal year

Reimbursement is limited to tuition charges only. Other charges are not covered (i.e. books, lab fees, etc).

Reimbursements will only be given for courses in which a grade of at least "Pass" or "C" is received.

Reimbursement will be reduced by veterans' benefits or any third party funds used to defray the cost of tuition.

Procedures

Submit a completed Certification for Tuition Reimbursement form, along with accurate proof of tuition charges and proof of course registration, to Benefits Administration no later than the week classes begin. Tuition reimbursement forms will not be accepted after the midterm of the courses. You will be notified by Benefits Administration within seven to ten working days whether or not your request has been approved.

You may scan and send materials via email to benefits@case.edu, fax them to 216-368-3582, or deliver the forms to Benefits Administration in 224 Crawford Hall.

Once the course(s) is completed you may forward a copy of the official grade(s) to Benefits Administration for processing of your reimbursement. The reimbursement will be processed within seven to ten working days.

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.