

CERTIFICATION FOR TUITION REIMBURSEMENT

(For courses taken outside of Case Western Reserve University)

Year _____ Semester: Fall Spring Summer

Employee Name _____

7-Digit Employee ID Number

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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) _____

Course Information (Must be fully completed. Please also attach **registration** and accurate **proof of tuition charges**)

Course Number (must match registration)	Course Name (must match registration)	Begin Date	End Date	No. Credit Hours	Cost per Credit Hour	Total Amount
TOTAL						

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 _____

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 Grades Authorized: Yes No

Benefits Rep. _____ Date _____

Fiscal Year _____ Total Reimbursement _____

(notes)

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 the university that is 50% or more of their full time equivalent salary.</p> <p>Staff who are regular employees with half-time service or more.</p>
Point of Eligibility	<p>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.</p> <p>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.</p> <p>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)</p>
Student Status Required	<p>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.</p>
Benefit Limits	<p>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.</p> <p>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.</p> <p>*Effective July 1, 2014 the maximum reimbursement will be increased to \$2500 per fiscal year</p> <p>Reimbursement is limited to tuition charges only. Other charges are not covered (i.e. books, lab fees, etc).</p> <p>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 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.</p> <p>You may scan and send materials via email to AskHR@case.edu , fax them to 216-368-3582, or deliver the forms to HR Service Center, 320 Crawford Hall.</p> <p>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.</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>