

## **Administration Tuition Reimbursement**

Tuition Reimbursement Approval forms are available on the BOCES Human Resources webpage or in the Human Resources Office. Courses must be work related or in support of a degree.

**The approval request form needs to be sent in PRIOR to the class starting.** Once approved by your department administrator, he/she will send to Human Resources and the Assistant Superintendent for Human Resources will sign final approval. The courses are **unlimited** for the administration staff. The courses may be taken in one semester or throughout the fiscal year. The school year runs July 1<sup>st</sup>- June 30<sup>th</sup>. In order to be reimbursed for summer courses staff need to be employed in the fall of that school year.

Reimbursement for doctoral courses will be made at an amount up to the State University of New York (SUNY) tuition rate. Reimbursement for graduate courses will be paid in full minus any award or scholarship money.

Upon course completion with a passing grade, staff should send the following directly to Julia Van Skiver in Human Resources:

**-College Transcript or Course Grade Report**

**-Account Summary/Financial Statement from the college/university**

This should have a breakdown of the tuition fee showing that it has been **paid in full** and should also indicate other fees like financial aid, grants, waivers etc. The statement must clearly indicate the semester.

Tuition Reimbursements are processed **three** times per year. The paperwork will be processed within 30 days of the dates below and staff should receive their payment within 3-4 weeks. Tuition reimbursement in a **calendar year** over \$5,250.00 is considered a taxable fringe benefit under IRS regulations. Tuition reimbursement up to \$5,250.00 is processed through Accounts Payable. Any tuition reimbursement above \$5,250.00 is processed through payroll and subject to payroll taxes.

Please submit grade report and financial statements by:

**-January 15<sup>th</sup> (fall courses)**

**-June 15<sup>th</sup> (spring courses)**

**-September 15<sup>th</sup> (summer courses)**

In the event a course has **not** been completed, the staff member may request an extension of that approval for up to one additional semester.

In the event that paperwork is not submitted by the semester deadline dates listed above, or incomplete paperwork is submitted, reimbursement will not be made until after the following reimbursement cycle.

**If you have any further questions I would be happy to answer them. Please contact Julia Van Skiver at 352-2722 or email me at [jvanskiv@monroe2boces.org](mailto:jvanskiv@monroe2boces.org)**