

## Staff Employee Tuition Reimbursement Benefit Application

Applications for Tuition Reimbursement must be submitted to Tufts Support Services no earlier than two months prior to the start of class, but no later than fifteen (15) days before the start of the class/program.

Approval is subject to the terms of the Staff Employee Tuition Reimbursement Benefit Program.

- ✓ Complete Application
- ✓ Attach an official course description from the school website/catalog
- ✓ Attach verification of the tuition cost (p/credit hour or per course – fees not covered) from the school website/catalog
- ✓ Submit to: Tufts Support Services, 62R Talbot Ave, Medford MA 02155 Email: [tss@tufts.edu](mailto:tss@tufts.edu) Web: <https://tuftstss.force.com/>

Personal Information		School/Program Attending Information	
Employee Last Name, First, MI		Name of School/Program	
Employee ID #	Campus Phone #	Street Address	City, State, Zip
Current Job Title:	Date of Hire Full-time	Website	

Course Dates:	Type of Course	Toward Degree of:
Begin Date:	In Class  On-Line	Associate - Major:
End Date:		Bachelor - Major:
		Masters - Major:
		Doctorate - Major:

Course Name <b>**course descriptions must be attached**</b>	Course #	Credit Hours	Tuition Cost
1.			
2.			
3.			

Tuition Reimbursement Applied For \$ \_\_\_\_\_ **\*\*Total Tuition Cost (no fees) - proof of tuition costs must be attached**  
 Less Financial Aid Total \$ \_\_\_\_\_ **\*Grants/scholarships (loans which must be paid back are not aid)**  
 Total Reimbursement Requested \$ \_\_\_\_\_

Please explain why this course and/or degree is job related to your *current* position at Tufts:

  
  
  
  
  

\_\_\_\_\_  
 Employee Signature                      Date                      Supervisor Signature                      Date                      Supervisor Printed Name

TSS USE ONLY: Case #	FY Reimbursed/ Approved to date	Current Approval Amount	TSS Approval Sign / Date	TSS Approval 2 Sign / Date

## Staff Tuition Reimbursement

### **How to Apply**

Applications for Tuition Reimbursement must be submitted to Tufts Support Services no earlier than two months prior to the start of class, but no later than fifteen (15) days before the start of the class/program. Approval is subject to the terms of the Staff Employee Tuition Reimbursement Benefit Program.

- \* Complete **Tuition Reimbursement Application form** (supervisor's signature required)
- \* Attach an official course description from the school website/brochure/catalog
- \* Attach official verification of the tuition cost (per credit hour or per course) from the school website/brochure/catalog (fees not covered)
- \* Submit to: Tufts Support Services: Email: [TSS@tufts.edu](mailto:TSS@tufts.edu) Web: <https://tuftstss.force.com>

### **How to Get Reimbursed**

Once you have completed the course you must submit the following to Tufts Support Services within 60 days of the completion of your course.

- \* Complete Request for Payment Form
- \* Attach Proof of payment of tuition charges (i.e. student account statement of tuition charges and payments from the institution, copy of a canceled check, credit card receipt).
- \* Attach Proof of Satisfactory Course Completion. Satisfactory Course Completion means that the employee has achieved a passing grade or course certificate.
- \* Submit to: Tufts Support Services: Email: [TSS@tufts.edu](mailto:TSS@tufts.edu) Web: <https://tuftstss.force.com>

Requests for reimbursement will be processed and returned to the employee within a reasonable processing time. After processing is complete, reimbursement will be included in the employee's paycheck. The maximum reimbursement per fiscal year (July 1 through June 30) is \$4,000.00 The date of the actual reimbursement will determine the fiscal year to be affected.

For Tuition Reimbursement Program plan details and forms visit [Access Tufts website](#)