



**Hampden-Sydney College  
Off Campus Education Program  
Employee Tuition Reimbursement Request Form**

Name: \_\_\_\_\_ Employment Date: \_\_\_\_\_

Title: \_\_\_\_\_ Degree Seeking: \_\_\_\_\_

I am requesting approval by Hampden-Sydney College to attend the following class(es):

Institution: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Course Name:

1.) \_\_\_\_\_

2.) \_\_\_\_\_

The subject matter is related to my present position as follows:

\_\_\_\_\_  
\_\_\_\_\_

I further agree to the Educational Assistance Policy, Eligibility and Procedures (copy of policy attached).

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Recommendation of Immediate supervisor (Please explain your reason for approval or disapproval):

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_

***Reimbursement Request: I am requesting reimbursement for the above education expenses (copy of receipts and grades attached):*** \$ \_\_\_\_\_ **Total Tuition Expense**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Department**

Pay Tuition Expense: \$ \_\_\_\_\_

Account Number: 10-50-16700-5536

Approved for Reimbursement: \_\_\_\_\_ Date: \_\_\_\_\_

(Human Resources)

## **Educational Assistance Policy**

### **Policy**

Hampden-Sydney College will reimburse an eligible employee up to a maximum of \$4000 per year for continuing education through an accredited program that either offers needed growth in an area related to employees' current position that may lead to promotional opportunities, or would assist the College in succession planning. This education may include college credit courses, continuing education unit courses, seminars and certification tests that are job-related.

An employee must secure a passing grade of "B" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received. For each year that an employee receives financial assistance under this policy, that employee commits to staying with the College for two years. If this commitment is not kept, employee will be required to repay the College owed amount.

### **Eligibility**

Full-time, regular employees who have completed 6 months of employment are eligible under this policy. To be eligible, an employee must be in good standing, as evidenced by a score of 3.75 or higher on employee's appropriately completed performance evaluations. Employees with incomplete or inadequately completed performance evaluations or scores lower than 3.75 will not be considered for this benefit.

### **Procedures**

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

- Prior to enrolling in an educational course, the employee must provide their supervisor with information about the course for which they would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- A tuition reimbursement request form should be completed by the employee, and approved by the supervisor and a Senior Staff member.
- HR will evaluate the request form, employee's and supervisor's rationale of job-relatedness, and employee's performance evaluation(s), and will work with the Senior Staff member to determine eligibility.
- A copy of the tuition reimbursement request form must be submitted to HR. The employee will maintain the original until they have completed the educational course.
- Once the course is successfully completed, the employee should resubmit the original tuition reimbursement request form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.
- The HR department will coordinate the reimbursement with Accounts Payable.

Any questions or comments related to this policy should be directed to the HR department.