

University of Houston-Clear Lake
TUITION REIMBURSEMENT PROGRAM

Purpose: The purpose of this program is to offer financial assistance to employees of the University of Houston-Clear Lake who want to pursue a degree or attend college courses for professional development. Reimbursement of educational expenses is considered **taxable income** in accordance with Internal Revenue Service.

Eligibility: All benefits-eligible employees of the university are eligible to apply for reimbursement of tuition and/or fees, *not including textbooks*. The individual must have 6 months of continuous service within the UH System at the time of application for reimbursement. Individuals shall not have any financial obligations to the state of Texas in accordance with policy.

Qualifications:

1. Degree Seeking: Reimbursement of tuition and/or fees for undergraduate or graduate courses. Individual must be enrolled at a university or junior college for the purposes of obtaining an associate degree, baccalaureate degree, master's degree or doctorate degree. **DOES NOT REQUIRE SUPERVISOR APPROVAL.**
2. Professional Development: Reimbursement of tuition and/or fees for college courses taken that apply to the individual's current position and will benefit the department and/or the university. **REQUIRES APPROVAL OF DEPARTMENT HEAD prior to the first day of the class** and must be submitted to Human Resources for approval from the EXECUTIVE DIRECTOR OF HUMAN RESOURCES OR DESIGNEE
3. Courses must be taken at an accredited college or university and be for credit.
4. Individuals may be enrolled on a part-time or full-time basis.

Procedure:

1. **Approval by the department head must be received prior to the first day of the class. The Executive Director of Human Resources, or designee, must then approve of the courses taken for professional development.** An itemized fee statement should accompany the Request for Reimbursement that is being submitted to Human Resources.
2. Individual completes the application form and submits it to Human Resources **prior to the start of the course. A copy of the itemized fee statement indicating payment by the employee must be attached.** Enrollment in a course does not guarantee approval of payment through tuition reimbursement program. Approvals will be made on basis of available funds at the time the application is received and approved in Human Resources.
3. At the conclusion of the course, individual forwards a copy of the grade sheet (transcript) indicating a grade of C or better for undergraduate courses and a B or better for graduate courses to the Office of Human Resources. Courses that are dropped or receive an incomplete are not eligible for reimbursement.
4. The Office of Human Resources processes payment via the payroll system including tuition and fees up to \$750./semester or \$2,250./academic year.
5. The individual must be employed with UHCL at the time of reimbursement. If the individual terminates employment prior to the end of the semester for which the reimbursement is to be made, he/she is no longer eligible for reimbursement.

Responsibilities:

The Office of Human Resources is responsible for maintaining all paperwork associated with this program. Records of payments made will be maintained in individual's personnel file.