Tuition Reimbursement



If you have any questions, please call HR Benefits at 229-2362

Qualification Requirements:

Any **regular**, **full-time, appointive or classified** employee can participate in this program. Classified employees must be "confirmed" to participate in the program.

The Educational Assistance/Tuition Reimbursement program applies to:

- Classes taken to fulfill requirements for university degrees.
- Classes that have a direct relationship to the nature of the employee's job or logical promotional opportunities in the City.

Important Information to know:

- The request for tuition reimbursement must be approved by the appropriate Department Director before the class starts.
- The request for tuition reimbursement must be submitted to Human Resources Benefits for review before the class starts.
- The Application for Tuition Reimbursement can be found on the City of Las Vegas/Benefits website under Other Benefits/Tuition Reimbursement.
- Reimbursement is limited to the tuition expense only **to an annual maximum of $5,250 per calendar year**. The maximum is based on actual reimbursements made during each calendar year, regardless of when the class was actually taken. Reimbursement amounts are based on the UNLV or CSN rates.
- Reimbursement does not cover textbooks, technology fees, lab fees, travel/parking, registration or other related fees incurred. Any scholarships, awards, bonuses, grants, or other financial assistance received from any entity must be reported on the Tuition Reimbursement request form and will be reduced from the amount otherwise eligible for reimbursement. This will also include military payments/assistance for tuition.
- In order to be reimbursed, you must pass the class with a grade of "C" or higher if you are taking undergraduate classes. If you are taking graduate level classes, you must pass the class with a "B" or higher.
- Correspondence, Independent Study programs, Continuing Education Units, or maintenance of certification or licensing are generally not covered unless: o They are officially approved by a fully accredited college or university, and o Credit is being given toward the completion of an approved degree and is transferable to UNLV.
- Special training programs/seminars/certifications are ordinarily covered under the department's training and development budget.

The process for the Tuition Reimbursement Application is:

1. Complete the Application for Tuition Reimbursement form. This form may be obtained from department administrative staff or the City's Benefits website under "Other Benefits", Tuition Reimbursement. **The application must be approved prior to the commencement of the class.**
2. The form must be approved by the department director or designee, prior to the commencement of class.
3. A **copy** of the approved form must be submitted to Human Resources Benefits for review before the class begins. It is your responsibility to keep a copy of the approved form until you have completed the class**.**
4. After completing the class, submit to Human Resources Benefits: one (1) copy of the final grade, a copy of your Application for Tuition Reimbursement form with your signature, and a copy of your itemized Tuition Fees Paid (from your account activity) from the school's website (not a simple receipt or credit card receipt).

Tuition will be reimbursed for the classes in which a grade of "C" or higher for undergraduate classes, or a "B" or higher for a graduate level classes. A copy of the application, 1 copy of final grades, and 1 copy of your Tuition Fees Paid must be submitted within 60 calendar days of final grade posting. Forms submitted AFTER 60 days may be denied for reimbursement.

5. Upon receipt of the required documentation, Human Resources Benefits will submit to payroll for reimbursement on the next one or two scheduled pay cycles.
6. It is your responsibility to submit the forms for approval and class grades in a timely manner.

UNIVERSITY OF PHOENIX

In order to take advantage of the direct bill tuition reduction, students must first self-identify that they work for the City of Las Vegas by logging on to the student website (e-campus) as well as meet the requirements below:

City of Las Vegas/Employee responsibilities:

- Employee must complete the tuition reimbursement form and have director approval *prior to starting class*. Once department director approval is obtained, the reimbursement form must be submitted to Human Resources Benefits for FINAL approval.
- Once final approval is given by Human Resources Benefits; a copy of the tuition reimbursement form will be sent to the student so they can submit it to their University Financial Advisor.

On the University of Phoenix responsibilities:

University of Phoenix:

- The student must update their Student Finance Agreement (SFA) to indicate "Third Party Billing Plan" as the primary option (current students can find the SFA at http://faw.phoenix.edu in the Finance Options Guide)
- The student must provide the company specific verification document (the City's approved Application for Tuition Reimbursement form) to their Financial Advisor
- These documents are then submitted to Apollo Student Accounting, where the reduction/credit will be applied to the student's account by the Billing Coordinator

FREQUENTLY ASKED QUESTIONS ABOUT TUITION REIMBURSEMENT

Q. Do the courses I take have to be related to my current position?

A. The courses should be related to your current position, related to logical promotional opportunities within the City, a requirement toward completion of a college degree and/or approved by the appropriate Department Director.

Q. Is there an annual maximum amount the City will reimburse me for classes?

A. Yes. Reimbursement is limited to the tuition expense only **to an annual maximum of $5, 250 per calendar year (based on UNLV or CSN tuition rates)**. Reimbursement does not cover textbooks, travel/parking or other related fees incurred. See more information under Important Information to Know on page 2 of this document.

Q. Does it matter what grade I get in order to be reimbursed?

A. Yes. In order to be reimbursed, you must pass the class with a grade of "C" or higher if you are taking undergraduate classes. If you are taking graduate level classes, you must pass the class with a "B" or higher.

Q. Can I use the Educational Assistance/Tuition Reimbursement program for special training programs?

A. Special training programs are reimbursed through the department's training and development budget. Approved Seminars, conferences, certifications, etc. must be submitted to the department director for reimbursement consideration.

Q. Where can I find the Application for Tuition Reimbursement Form?

A. Forms can be found on the City of Las Vegas Benefits website under "Additional Benefits", Tuition Reimbursement.

Q. When do I submit the Tuition Reimbursement Form?

A. The form must be approved by the department director or designee and submitted to Human Resources Benefits for review prior to the start of class.

Q. Is the reimbursed money taxable?

A. No, it is not taxed. Consult your tax advisor for more details, or visit the IRS website at www.irs.gov.

Q. What are some examples of fees and course-related charges that are not covered under the Tuition reimbursement program?

A. Some examples are application fee, textbooks, technology fee, registration fee, late registration and payment fee, lab fee, computer lab fee, photocopy charges, transcript of record fee, graduation application fee, graduation late fee, diploma mailing fee, nontraditional examination fee, challenge course fee, travel/parking fee, etc.

Q. Should my supervisor change my work schedule to allow me to take courses?

A. It is up to your supervisor, depending on the scheduling needs, and other work related factors, to change your work schedule to accommodate your educational pursuit.

CITY OF LAS VEGAS APPLICATION FOR TUITION REIMBURSEMENT

Submit a copy of this form to HR-Benefits with your Director's signature indicating approval prior to the start of class. Keep a copy until you complete the course. At that time submit a copy with your signature, date and grade noted. Make a copy for your files.

Degree Program: _____

EMPLOYEE INFORMATION

Name: _____

Employee #: _____

Job Title: _____

Departments: _____

Date of Hire: _____

Work Phone: _____

Supervisor: _____

COURSE INFORMATION

(One form per class)

Course Title: _____

Course Number: _____

School/University: _____

Semester: ☐ SPR ☐ SUM ☐ FALL

Start Date: _____ End Date: _____

Class Day(s): _____ Class Time(s): _____

Graduate Course? ☐ YES ☐ NO

TUITION COSTS

Number of Credits for this Course: _____

Dollar Cost per Credit (+): $ _____

Employee Cost for Course (=): $ _____

SCHOLARSHIPS, AWARDS & GRANTS

(This amount will be deducted from your Reimbursement)

Is employee receiving any of the above this year?

If so, how much (total): $ _____

Benefits will routinely review student status.

DEPARTMENT DIRECTOR USE ONLY

Approved? ☐ YES ☐ NO

Course must be approved before start date.

Director's Signature: _____

Date: _____

HUMAN RESOURCES USE ONLY

Taxable? ☐ YES ☐ NO

Amount of Eligible Reimbursement $ _____

Signature: _____

Date: _____

Employee Signature: _____ ***Date employee sent to HR:*** _____

REQUEST FOR REIMBURSEMENT

Complete this section only after you have completed the course

I have successfully completed the above course and have attached a copy of my tuition fee receipt along with a copy of my final grade showing a "C" or better grade. I understand this is due within 60 days of final grade posting. If in a graduate or above program, grade must be a "B" or better. I understand that reimbursement is for my personal costs of tuition only and that I may not be reimbursed for costs met by scholarships, awards, grants, or similar assistance.

Grade Obtained: _____ ***Employee Signature:*** _____ ***Date:*** _____

Checklist:

1. *Sections highlighted in yellow must be completed prior to the start of class and sent to HR*
2. *Keep a copy of the completed application to use once you've finished the class*
3. ***Once class is finished, complete the Request For Reimbursement section and send to HR-Benefits*** *(Sandy Henley)*
4. ***Inclue one copy of your grade and one copy of your Tuition receipt for this class***

Incomplete forms may result in delayed reimbursement—faxed copies of this form are accepted *revised 05/21/19*