

System Office Educational Assistance Guidelines

INTRODUCTION:

The University of Illinois System has various policies for employees who wish to further their education and professional development. Many of these policies are university specific and apply to employees specifically by employee group and campus location.

The following guidelines and process may be applicable if the university policies do not cover the specific situation or request. Please check with your Director or System Human Resource Services on the applicability to your situation.

PURPOSE AND OBJECTIVES

It is the practice of the System Office to encourage and assist employees with broadening their knowledge and skills, to keep current with changes in their profession and to increase their potential for assuming greater responsibility. The System Office supports this objective in two major areas: Education/Professional Designation Programs and College Degree Programs. This System Office policy applies to education, designation and degree programs that are not covered under the various University of Illinois tuition waiver policies for civil service and academic professional employees. The System Office reserves the right to modify or discontinue this program at any time.

ELIGIBILITY

All employees with a 50% or greater appointment that have been employed a minimum of six months in a System Office unit are eligible to apply for educational assistance. The System Office reserves the right to pend applications for future consideration based on budgetary constraints.

REQUIREMENTS AND REGULATIONS

Reimbursement is limited to \$2,000.00 per calendar year, and covers tuition expenses not covered by student aid or scholarships only. Degree program course textbooks, syllabi, documents, student fees, travel, parking and other ancillary expenses will not be reimbursed. Courses should not interfere with employee's regular work schedule unless appropriately preapproved on a semester by semester basis. The employee agrees to remain an employee of the System Office for one (1) year after completion of the degree program or must reimburse the unit the total pro-rata share of the costs previously reimbursed. System Office management reserves the right to waive this provision.



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A. Degree Programs*

All courses and/or on-going programs must be pre-approved to be eligible for reimbursement upon completion of coursework. All course work towards a degree program must be taken through an accredited college or university. An employee who resigns from a System Office unit, or is separated for cause before completion of the course or degree/designation program, is not entitled to reimbursement.

The employee's unit will reimburse the student after a passing grade of "C" or better for Bachelors courses, "A/B" for Masters level courses or above, is achieved and documented. Pass/Fail courses will be subject to reimbursement only when the course is offered solely on a pass/fail basis. After successful completion of the course(s), the student should present documentation on the Educational Assistance Tuition/Coursework Reimbursement form to System Human Resource Services for reimbursement processing.

B. Designation Programs*

Designation program coursework for eligible employees must be pre-approved through the unit and the employee must be able to demonstrate that the designation and/or coursework is related to the job they currently perform or could reasonably perform in the future. Examples of such programs include but are not limited to CPA, CPCU, CIC, PHR, SPHR, SHRM-CP or SCP, etc.

All course work towards a designation program must be taken through the appropriate supporting professional organization or sponsor. The employee's unit will pay for an employee to take an exam up to two (2) times.

The employee's unit will reimburse the direct costs for study books/guides and testing. The employee will make a personal request for payment by completing his/her portion of the *Tuition/Course Work Reimbursement Request Form*. All requests must be coordinated through System Human Resource Services.

APPLICATION PROCEDURE

1. Application of Employee Tuition Assistance

An eligible employee may make a personal request for tuition assistance by completing his/her portion of the *Tuition/Coursework Reimbursement Request Form*. The employee may obtain this form from System Human Resource Services. All courses and/or on-going programs must be pre-approved to be eligible for reimbursement upon completion of coursework.

This revision updates and supersedes all previous policy editions. System Office reserves the right to change any provisions described herein at any time, with or without notice.

^{*} These guidelines do not apply to professional conferences or seminars.



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2. Authorization

Employee requests for tuition reimbursement require the approval and support of:

- a. The employee's immediate departmental supervisor and Director
- b. Appropriate Department Head/AVP
- c. System Human Resource Services (for filing & following appropriate procedures)

3. Application Submittal

Once the employee has completed the request form and obtained the appropriate approvals, the form should be submitted to:

System Human Resource Services 807 S. Wright Street, Suite 449 M/C 312 Champaign, IL 61820

Exceptions

Exceptions and deviations from these guidelines will be dealt with on a case-by-case basis. System Office management reserves the right to change any provisions described herein at any time, with or without notice.