# Job-Related Tuition Reimbursement Program
# BU-PP 451

**Policy:**
Baylor University provides tuition reimbursement for job-related courses taken by regular employees at other colleges and universities.

**Topics:**
Purpose
Eligibility
Guidelines
Procedure

**Related policies:**
None

**Additional information:**
Job-Related Tuition Remission Form

**Contact:**
Compensation & Benefits Department (x2218)

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**Purpose —**
The purposes of this program are to encourage self-improvement for employees by providing opportunities to perform present tasks better and to enable employees to remain current in their specific areas of technology or responsibility; the program is not intended to provide reimbursement for an entire degree plan.

**Eligibility —**
All regular employees are eligible to apply for tuition reimbursement upon completion of the initial 90 days of employment.

**Guidelines —**
Employees will be reimbursed for 100% of the tuition when the following guidelines are followed:

- Enrollment in job-related courses must be pre-approved by the budget department head.
- An employee may be enrolled in either (but not both) the Job-Related Tuition Reimbursement Program or the Tuition Remission Program (BU-PP 450A)
- An employee may not receive tuition reimbursement for more than one course during any semester.

  ***Note:*** *Two summer sessions count as one semester for the purpose of this policy.*
- Employees are expected to attend courses outside of regular working hours unless special permission is obtained from the employee's supervisor.
- A course for which tuition reimbursement is claimed must be a formal course provided for either academic credit, continuing education credit, or a certificate of completion.
- The employee must be employed by the University for the entirety of the course.

**Procedure —**

An employee applying for participation in the job-related tuition reimbursement program must:

- Present a completed application for participation in the Job-Related Tuition Reimbursement Program to the budget department head for approval.
- The employee will then present the approved application, with the following items, to the Compensation & Benefits Department:
    - evidence of satisfactory completion of the course;
    - a copy of the receipt for tuition costs (fees are not covered).