Tuition Aid Application for Reimbursement

Highlights & Instructions

Tuition Aid is available for employees who cannot take a course on the Ithaca campus that serves to maintain or improve current job skills.

Eligibility
Regular full-time employees with one year of service and regular part-time employees with three years of service are eligible to apply for tuition aid reimbursement for up to four (4) credit hours (or equivalent) per semester and eight (8) credit hours per fiscal year. Eligibility must be met on or before the first day of classes for the semester in which you are applying for funding.

How to apply for Tuition Aid
A Tuition Aid application must be submitted prior to the start of the course. Submit the completed application to:

Benefit Services
395 Pine Tree Road, Ithaca, NY 14850
or via fax (607) 255-6873

Tuition Aid Reimbursement Highlights
- Reimbursement is for tuition only. Payment is not provided for books, registration fees or other associated costs.
- The university will reimburse a percentage of tuition expenses at a fixed rate per credit hour or equivalent for approved course(s) upon course completion. For the current reimbursement rate, contact Benefit Services at 255-3936.
- Completion of coursework with a grade of “C” or better and a tuition receipt is required for reimbursement.

Tuition Payment
Once you have completed your course and received your grade, submit a copy of your approved application along with the required documentation to: Benefit Services, 395 Pine Tree Road, Ithaca, NY 14850.

For more information on the Tuition Aid Reimbursement program, visit the website at: http://hr.cornell.edu/benefits/education/tuition_aid.html or contact Benefit Services at (607) 255-3936.

Tompkins Cortland Community College (TC3)/BOCES Students
If you are enrolled in classes at TC3 or BOCES, you have the option to defer the approved reimbursement amount by checking the box on the application above your signature. You are required to pay your portion of the tuition cost to TC3 or BOCES at the time you enroll. Upon completion of the course(s), TC3 and BOCES will submit a list of grades for all Cornell employees to Benefit Services. Benefit Services will remit payment to TC3 for all grades of C or better or to BOCES for employees who completed 75% of class time. If you do not receive a grade of C or better, TC3 will bill you for the amount owed. If you do not complete 75% of the class at BOCES, you will be billed by BOCES.
# Employee Application for Tuition Aid Reimbursement

## Employee Information

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID #</th>
<th>Job Title</th>
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- [ ] Full-time
- [ ] Part-time
- [ ] Exempt
- [ ] Non-exempt
- Date of hire
- College/School
- Department
- Campus Address
- Campus phone number
- Email Address

- Are you currently enrolled in a degree program? [ ] Yes [ ] No
- If yes, [ ] Undergraduate [ ] Graduate
- Are you enrolled in a Cornell extramural course this semester?? [ ] Yes [ ] No
- # of credit hours _______
- Are you eligible for the Cornell Children’s Tuition Scholarship (CCTS) benefit? [ ] Yes [ ] No

## Courses for Requested Reimbursement

<table>
<thead>
<tr>
<th>Educational Institution</th>
<th>Course Title #1</th>
<th>Start date</th>
<th>End date</th>
<th>Class days &amp; Time (e.g., T &amp; Th 1:30-2:45 pm)</th>
<th>Total tuition charges</th>
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- [ ] Credit course
- [ ] Online
- [ ] Certification course
- Credit hours: _______
- Hours to complete: _______

Please give specific reasons for taking the course as it relates to your present work or future career at Cornell University.

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<tr>
<th>Educational Institution</th>
<th>Course Title #2</th>
<th>Start date</th>
<th>End date</th>
<th>Class days &amp; Time (e.g., T &amp; Th 1:30-2:45 pm)</th>
<th>Total tuition charges</th>
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</table>

- [ ] Credit course
- [ ] Online
- [ ] Certification course
- Credit hours: _______
- Hours to complete: _______

Please give specific reasons for taking the course as it relates to your present work or future career at Cornell University.

## Signatures

**Applicant:**
My signature below certifies that the information provided is accurate and I have read and understand the Tuition Aid benefit conditions and requirements.

I understand that (1) the university will reimburse a percentage of tuition expenses at a fixed rate per credit hour or equivalent; and (2) expenses for fees, books and associated costs are paid by me; and (3) I must receive a grade of “C” or better and provide a copy of my grade report and a tuition receipt to Benefit Services upon completion of the course(s) in order to receive reimbursement.

TC3/BOCES Students: [ ] I request my approved amount of tuition aid be deferred until completion of the semester/class and give TC3/BOCES permission to release my final grades to the Division of Human Resources Benefit Services, in order that my deferred tuition be paid directly to TC3/BOCES.

Your Signature ___________________________ Date __________

**Supervisor/Department Head/Dean:**
I have reviewed the employee’s statement regarding the course as it relates to present work or future career opportunities at Cornell University and believe it is accurate.

Supervisor Signature ___________________________ Date __________

Department Head Signature ___________________________ Date __________

Dean Signature ___________________________ Date __________

**FOR BENEFITS USE ONLY**

- Approved Tuition Aid amount $________
- [ ] Summer
- [ ] Fall
- [ ] Winter
- [ ] Spring

Benefits Representative Signature ___________________________

- [ ] Endowed
- [ ] Contract College

Account Number

IT

UBSC Comments