**Tuition Reimbursement Overview**

**Current State:**

 We allow $500 per semester ($1,500 per year) reimbursement.

**New Process:**

* Tuition Reimbursement is being changed to an application process. The application must be turned in to HR 3 months prior to the semester starting, instead of submitting for reimbursement at the end of the semester. Only a certain amount of reimbursements will be accepted, based on funds available.
* Associates must be enrolled in a degree plan that will benefit the employee’s advancement within the System.
* **The reimbursement amount is increasing to $1,000 per semester, with a max of $3,000 per calendar year.**
* Associate must receive a grade of a “B” or better in order to receive reimbursement.

**Timeline:**

* + No changes to reimbursement for Summer or Fall of 2016 Semesters
	+ Applications for the 2017 Spring semester will be due by the first Monday of October.
	+ Letters of Acceptance will be mailed by December 1, 2016

**Tuition Advancement Overview**

**New Program**

 **Tuition Advancement is an exciting new program that advances funds for tuition and books at the beginning of the semester to qualifying student Associates.**

* The Application must be turned in to HR 3 months prior to the semester starting. Only a certain number of Associates will be accepted into the program.
* Associates must be enrolled in a degree plan that will benefit the employee’s advancement within the System into a hard to fill position.
* **The advancement amount is $2,000 per semester, with a max of $6,000 per calendar year**.
* Associate must receive a grade of a “B” or better in order to qualify.
* Upon graduation, Associate must agree to work a minimum of 64 hours/pay period in their field of study in six month increments for each semester that funds are awarded.

**Timeline:**

* + No changes to reimbursement for Summer or Fall of 2016 Semesters
	+ Applications for the 2017 Spring semester will be due by the first Monday in October
	+ Letters of Acceptance will be mailed by December 1, 2016