Tuition Aid Benefit Fact Sheet and Frequently Asked Questions

- Eligibility: one year full time or three years part time
- 4 credits per semester, 8 for the academic year
- Reimbursement rate is 80% of TC3’s per credit hour regardless of where the courses are taken.
- Must be job-related
- Supervisor’s approval is necessary

http://hr.cornell.edu/benefits/education/tuitionaid.html

Is there a deadline to apply?
There is no deadline to apply.

What is covered under Tuition Aid?
Tuition Aid will provide partial reimbursement for the cost of tuition. It does not provide reimbursement towards books or exams.

Why does my supervisor have to sign off on my courses when they are outside of the work schedule?
A supervisor is attesting that the class is job-related in order to stay within the guidelines of the program.

Do I have to take a class for credit?
No. The Tuition Aid Program can provide partial reimbursement for workshops or certificate programs as long as they are job-related. It will also provide reimbursement for online courses.

Do I have to be in a degree program to use Tuition Aid?
No. You may take classes without being a matriculated student.
Can I use Tuition Aid for classes during the day?
Tuition Aid is a benefit to be used for classes taken outside of the normal workday. In some cases, coursework may only be available during your regularly scheduled work at which time you need to work with your supervisor to determine how this may be accomplished. For classes that are encouraged by a supervisor and only available during your normal work day, time away from work would be considered time worked.

Will all degree programs be accepted?
Coursework must be job-related. If you enroll in a degree program that is not job-related, we will review each class within the program to see if we can adapt it to your current position. Once the classes become specific to the degree program, we would not be able to approve those. This is the case in employee’s who enroll in a paralegal program. We can approve many of the classes until the classes focus specifically on law.

How much is the reimbursement rate?
The rate is always based on 80% of TC3’s per credit charge so it increases with each new academic year as the tuition rate at TC3 increases. We use the increased rate when the fall semester begins.

How do I get reimbursed?
Upon registering, you need to complete a Tuition Aid Application. Your supervisor, department head and dean will need to sign off on the form if you are a contract college employee. If you are an endowed employee, we will need your supervisor’s signature and one other. Submit the completed form to Benefit Services. Once approved, you will receive an approved copy back. If you complete the class with a “C” or better, submit a copy of your grade report and tuition bill to Benefit Services. Once approved and sent to UBSC, you will receive a check through campus mail or to your home address.
Isn’t there an agreement with TC3/Empire State College for reimbursement?  
If you attend TC3/Empire State College and sign the agreement on the front of the Tuition Aid application, you will only have to pay 20% of the tuition upfront. At the time of registration, please be prepared to show TC3/Empire State College, your Cornell ID as verification of your employment. Once you are approved for the award, you will receive an email from Benefit Services with your approved application attached. TC3/Empire State College will be copied on the email and this will provide proof of your eligibility and proposed reimbursement amount. At the end of the semester, if you receive a grade of “C” or better, we will send TC3/Empire State College, the remaining 80% (up to 4 credits). If you do not receive a grade of “C” or better, TC3/Empire State College will bill you for the remaining 80%.

Can I use the Tuition Aid and Extramural together?  
Yes, but you can only receive reimbursement for up to 4 credits per semester.

If I have forgotten to submit an application for a prior semester, can I do that?  
Yes, we can accept applications once the semester has been completed as long as they are accompanied by the grade report and tuition bill.

Who can I contact if I have additional questions?  
Contact Benefit Services at 607-255-3936 or you can email benefits@cornell.edu. Benefit Services is located at 395 Pine Tree Road, Suite 130. No appointment is necessary.

Benefit Services
Maureen Brull, Sr. Consultant, Education & Voluntary Plans
Mpb8@cornell.edu
255-7509

Aubrey Lang, Health, Education and Voluntary Plans Associate
Ajl62@cornell.edu
255-1604

7/28/2016