

Employee Tuition Reimbursement Checklist

Employees interested in participating in the tuition reimbursement program should follow the below process....

- Read** the Tuition Reimbursement Policy
- Identify** an appropriate course and determine through the Office of the Registrar if the course is offered at Berea College; if not offered at Berea College, determine if the course is offered at Eastern Kentucky University; if neither Berea nor ECU offers the course, determine at which Kentucky public institution the course is offered.
- Once the course is identified, **arrange** a meeting with your immediate supervisor to discuss your interest, the course, the time commitment for attending and how you believe the course will benefit your work at the College. If your supervisor approves your request, your supervisor must submit the request to your Divisional VP for approval.
- Once approved by your Divisional VP, **apply** for admission to the College or other University.
- Once admitted, **submit** the completed Tuition Reimbursement Form, along with the registration receipt to the Human Resources Office. HR will send the paperwork to the Office of Financial Affairs. The Office of Financial Affairs will deposit a cash advance in the amount of the tuition into your bank account. The cash advance will be placed on your personal Accounts Receivable with the college.
- Once the class has been completed, **submit** documentation (grade report) to Human Resources showing the class was completed in a satisfactory manner (C+ or better). HR will submit documentation to The Office of Financial Affairs; Financial Affairs will clear the Account Receivable on your account.
- In the event the course is not completed or a satisfactory grade is not attained, **notify** Human Resources as soon as possible. All reimbursement monies provided by Berea College must then be promptly repaid.

Links:

Tuition Reimbursement Policy and Tuition Reimbursement Request Form:
<https://www.berea.edu/human-resources/tuition-reimbursement/>

Contact Information:

Office of the Registrar: Lincoln Hall, First Floor / CPO 2168 / (859) 985-3185

Human Resources Office: 210 Center Street / CPO 2189 / (859) 985-3070 /
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