

**JEFFERSON
TUITION ASSISTANCE APPLICATION
FOR FULL-TIME, NON-BARGAINING EMPLOYEES, FACULTY AND SENIOR ADMINISTRATORS**

_____Jefferson School of Health Professions (JSHP) _____Jefferson College of Graduate Studies (JCGS)
 _____Jefferson School of Nursing (JSN) _____Jefferson School of Pharmacy (JSP)
 _____Jefferson School of Population Health (JSPH) _____ External College/University

I hereby make application for tuition assistance in accordance with Jefferson's policy and procedure as follows:

(Circle Semester) *Fall* *Winter* *Spring* *Summer I* *Summer II* (Year) _____

(Check One) *Pre-payment* directly to the College/University _____ (Attach itemized bill and prior pre-payment grade)
Reimbursement after completion of the course _____ (Attach receipt of paid bill and grade report)

Name _____ Employee Number *from pay stub* 000 _____

Street, City, State, Zip code _____

Home phone _____ Date of hire _____ Job title _____

Department _____ Work phone _____ Email _____

ACCREDITED COLLEGE/UNIVERSITY _____ DEGREE LEVEL TO BE AWARDED _____
 www.chea.org (i.e. A.A., B.S., MSN, PhD, etc)

Major/Concentration _____ COURSES MUST BE RELATED TO A POSITION AT JEFFERSON

Course Number	Course Title	Credits	Start Date MM/DD/YY	End Date MM/DD/YY

COST PER CREDIT or COST OF TOTAL TUITION (not including fees) \$ _____

ARE YOU RECEIVING OTHER TUITION ASSISTANCE? YES / NO IF YES, DESCRIBE _____

In accepting this benefit, I agree to remain in the employ of Jefferson in a regular full-time position for one (1) year subsequent to the completion of my course work and to satisfactorily complete all courses with a grade of C or better or I will reimburse Jefferson either through payroll deductions or a personal check for the amount of tuition benefits received.

**WHEN COURSES ARE COMPLETED, PLEASE SUBMIT A COPY OF THE GRADE REPORT TO THE
 DEPARTMENT OF HUMAN RESOURCES SERVICE CENTER, 833 CHESTNUT STREET, 1ST FLOOR.
ALL SECTIONS MUST BE COMPLETED FOR PROCESSING TO OCCUR.**

Applications for the tuition assistance benefit must be submitted within six months of course completion.

EMPLOYEE SIGNATURE _____ DATE _____

DEPARTMENT HEAD SECTION: The course(s) identified above is _____ is not _____ related to the employee's present job.

PRINT NAME

SIGNATURE

DATE

HRD APPROVAL _____ DATE _____ CODE _____

*Further details of the Jefferson tuition assistance program are provided on the reverse side of this application.

REVISED: July, 2010

INSTRUCTIONS

Tuition Assistance applications may be obtained at the Department of Human Resources. At that time, you may also obtain specific information about the tuition assistance program.

In addition to the completed application please submit the following:

- If you are requesting pre-payment to your college/university, please attach to the application an itemized bill indicating the tuition charge for the course(s) to be taken. After the course(s) is/are completed it is imperative that we receive a copy of the grade report. It is required that we have your prior pre-payment semester grade(s) before the next tuition pre-payment can be processed.
- If you are requesting reimbursement after the completion of a course(s), we will need a receipt indicating the amount of tuition that was paid and a transcript indicating the grade(s) received for the completed course(s).

Submit this information to the following address:

Department of Human Resources Service Center
833 Chestnut Street, 1st Floor

Tuition Benefits for EXTERNAL Programs

**Benefits are provided toward applicable tuition charges only.*

- Undergraduate Level
 - 80% to maximum dollar amount per fiscal year of \$3,000
- Graduate Level
 - 80% to maximum dollar amount per fiscal year of \$5,000

EXTERNAL REQUIREMENTS

(Completed six months of benefits eligible service prior to start of course)

1. Credited.
2. Taken in a program leading towards an Associate, Bachelor, Graduate or Doctorate Degree.
3. Must be an accredited institution through the Council for Higher Education Accreditation (CHEA).
4. Course(s) must be related to a position at Jefferson.

Tuition Benefits for INTERNAL Programs

- Undergraduate Level
 - 90% to maximum dollar amount per fiscal year of \$5,000
- Graduate Level
 - 90% to maximum dollar amount per fiscal year of \$7,500

INTERNAL REQUIREMENTS

(Completed sixty days of benefits eligible service prior to start of course)

1. Credited courses offered in a degree or certificate program are eligible for tuition assistance.

NOTE: The fiscal year begins on July 1st and ends on June 30th. All courses that begin in the current fiscal year are considered when calculating the maximum amount for the year. For employees taking both internal and external undergraduate courses within the same fiscal year, the maximum amount of combined tuition assistance will be \$5,000. For employees taking both internal and external graduate courses within the same fiscal year, the maximum amount of combined tuition assistance will be \$7,500.

REVISED: July, 2010