

**UNIVERSITY OF ROCHESTER**  
**TUITION BENEFITS PLAN FOR FACULTY AND STAFF**

**Instructions for Application and Reimbursement Procedure  
for Professional Certification/Recertification Exams**

**Reimbursement Procedure**

**Step # 1 Employee:**

- Completes Application for Reimbursement (one application per individual for each term)
  - Completes Employee Section
  - Lists the certification/recertification exam(s) for which reimbursement is required
  - Signs and dates application
- Takes Application for Reimbursement to supervisor or department head

**Step # 2 Supervisor or Department Head:**

- Reviews application and checks appropriate items under Department Certification
- Signs and dates application and returns application to employee

**Step # 3 Employee:**

- Keeps cover sheet with instructions for application and reimbursement procedure. Individuals are advised to make a copy of the completed application for their records.
- Sends to Tuition Benefits Office at Brooks Landing, Box 278955
- It is recommended that applications be completed and approved prior to the start of the certification/ recertification exam. **(Completed applications must be received by the Benefits Office for authorization no later than 30 days after the start of the course(s).)**

**Step # 4 Benefits Office:**

- Confirms eligibility, authorizes the Application for Reimbursement and sends verification to the faculty or staff member

**Please allow two weeks for the Benefits Office to process and authorize application.**

**Step # 5 Employee:**

- Upon successful completion of certification/recertification exam, sends course documentation (grades/ copy of certification, proof of tuition cost and proof of payment) to Tuition Benefits Office at Brooks Landing, Box 278955. Reimbursement will not be made if the certification/recertification exam documentation is not received within 90 days of course completion.

**Step # 6 Benefits Office:**

- Verifies successful completion of certification/recertification exam and authorizes tuition reimbursement payment to employee through the regular payroll system.

**Please allow one to two pay periods after providing the required documentation for reimbursement to the Benefits Office for your tuition reimbursement to be processed with the regular payroll and paid to you in your paycheck or directly deposited into your bank account, if you have elected direct deposit for your paycheck. (If you have elected more than one bank account for your direct deposit, your reimbursement will be distributed according to your account allocations.)**

**Reimbursement Information**

- If the supervisor **requires** an hourly paid staff member to take job-related certification/recertification exam(s), class time is considered as working time and will be paid as such by the staff member's department. If a certification/recertification exam occurs outside the normal work hours, additional pay will be required for hourly paid staff (including overtime premium) if work exceeds 40 hours in a week.
- *In all instances, tuition benefits are contingent upon successful completion of the certification/recertification exam and continuation of eligibility for tuition benefits based on employment status with the University. If these criteria are not met, the employee will be responsible for payment of the certification/recertification exam and any related fees, i.e., late fees. The approved Reimbursement Form is only for the certification/recertification exam listed. Any change in the certification/recertification exam listed (add/drop/withdrawal) must be forwarded in writing to the Benefits Office.*
- Cost of supplies, textbooks and the like will not be covered.
- In no instance is an employee eligible for more than a total of 2 certification/recertification exams/courses per semester or quarter
- Questions regarding the Tuition Benefits Plan should be directed to the Benefits Office at 585.275.7013.

