Employee Tuition Reimbursement Benefit
for Courses Taken at Other Colleges/Universities
Plan-at-a-Glance

| Eligibility* | Regular Full-Time Faculty/Staff: Upon completion of 1 year of full-time service
Regular Part-Time Staff who meet grandfathering requirements (see section below): Upon completion of 2 years of part-time service
- Regular Part-Time Faculty and Senior Administrative Staff in Salary Grades 58 and above are not eligible for tuition benefits. |
| Regular Full-Time Faculty/Staff | 70% tuition reimbursement for up to two courses (including approved non-credit courses and certification/recertification exams) in each relevant semester or quarter, if such course is directly related to the employee’s job at the University**
In no instance is an employee eligible for tuition reimbursement of more than a total of 2 courses/certification/recertification exams per semester or quarter. |
| Grandfathering of Employee Tuition Reimbursement Benefit (no grandfathering for non-credit courses and certification/recertification exams) | Regular full-time faculty/staff and regular part-time staff who were receiving tuition benefits for and matriculated into a program no later than the SUMMER 2013 semester or quarter will be eligible to continue to receive their previous level of benefit [80% tuition reimbursement for up to two courses (one course for part-time staff) in each relevant period (semester or quarter)] through completion of their degree or the end of the spring 2017 semester, whichever comes first. Matriculation must be maintained throughout the grandfathering period and courses must be directly related to the employee’s job at the University.** Eligible faculty/staff will need to sign the grandfather certification on their Employee Tuition Reimbursement Application and (for initial requests), submit a letter from the college or university confirming that the employee is matriculated in a degree program by SUMMER 2013. |

The University reserves the right to modify, amend or terminate the Employee Tuition Reimbursement Benefit at any time. This document provides only a summary of the main features of the plan. Detailed information on the benefit plans is available on the Benefits website www.rochester.edu/benefits. A paper copy of this information is available for free from the Benefits Office.

* Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

** Active employment in an eligible status must be maintained through the completion of the course and the faculty or staff member must successfully complete the course. If these criteria are not met, the faculty or staff member will be responsible for the payment of the course and any related late fees.