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 Faculty/Staff are not eligible for tuition reimbursement benefits. | 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*
| Regular Full-Time Faculty/Staff | 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. | Complete an Employee Tuition Reimbursement Application and submit it to the Office of Total Rewards no later than 30 days from the start of the course(s). |
| How to Apply | Within 90 days of successful course/exam completion, applicable course/exam documentation (i.e. grade report, proof of cost and payment) must be submitted to the Office of Total Rewards. |

*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.

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 Total Rewards website Rochester.edu/totalrewards. A paper copy of this information is available for free from the Office of Total Rewards.