The Educational Assistance Plan
Helpful Questions & Answers

1. **What does successful completion of a course mean?**
An individual must submit documentation showing they have passed a course. If an individual receives a failing grade they will be required to reimburse the College for the cost of the course by check or payroll deduction.

2. **How do I apply for the educational assistance benefit?**
Application forms can be found on the HR website or in the Office of Human Resources. Employees with at least one year of service may apply for job-related educational assistance benefits of up to $3,000 per year for full-time employees (pro-rated for part-time employees). Employees with at least three years of service may apply for non-job related educational assistance benefits of up to $1,500 per year (pro-rated for part-time employees).

Employees must have their Department Head or Chair’s and Human Resources’ approval to receive this benefit.

3. **Do I need to consult with my Department Head or Chair before signing up for the course?**
Yes, you need to obtain your Department Head or Chair’s authorization before signing up for the course to ensure your application is handled as quickly as possible. The application and applicable documentation should be forwarded to the Human Resources for consideration and approval.

4. **How much of an advance can I receive?**
The program covers the cost of tuition, registration and certain other fees. The advance can be for 75% of the amount of the covered costs, not to exceed the plan year limitations.

5. **How do I obtain the advance?**
Once your application has been approved by Human Resources, a check request will be processed by the Comptroller’s Office and a check given to you for payment to the educational institution.

6. **What if I do not submit my final grade to Human Resources at the end of a course?**
If you do not submit your grade documenting successful completion of the course within one month of completion of a course, we will send you a letter requesting you to submit either your passing grade or a check for repayment of the advanced costs.

7. **What if I receive an incomplete status for the course?**
Failure to complete the course successfully within three months of the normal course end date will result in a request for repayment of the advanced costs.

8. **If I don’t take an advance payment can I still continue to be reimbursed for a course at the completion of the course?**
Yes you may continue to receive reimbursement in the normal fashion after you successfully complete a course. We do however recommend you obtain your Department Head and Human Resources’ approval in advance of any course taken.