

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Tuition Reimbursement		SOP #: HR.030.01
Effective Date	11/4/19	
Last Revision/Review	12/01/21, 4/28/23	

1. Purpose

Burrell College of Osteopathic Medicine provides Tuition Reimbursement to benefit eligible full-time Staff Members to enhance their occupational proficiencies and provide opportunities for professional development that directly benefit Burrell's mission.

2. Related Policy/Authority

Burrell College Policy B7570

3. Faculty/Staff Responsibilities

Human Resources

4. Definitions/Abbreviations

Benefit Eligible Staff Members are Staff Members of Burrell College who are eligible for benefits (i.e. health, dental and voluntary benefits).

Full-Time Employees are Employees who are regularly scheduled to work 40 hours per week.

Staff Member is defined as an individual employed in any non-faculty category by Burrell College, including an individual who is deemed to be either exempt or non-exempt under the provisions of the Fair Labor Standard Act (FLSA) and/or applicable state law.

5. Procedural Steps

REQUIREMENTS

1. The certification or degree program must enhance the employee's current job performance, but not be a requirement to bring the employee to the minimum requirements of the position.
2. The maximum reimbursement per fiscal year is \$5,000.00, not to exceed a lifetime total of \$10,000.00 per employee. Burrell reserves the right to allocate a set amount of funds available each fiscal year for tuition reimbursement.
3. Each recipient is evaluated on a case-by-case basis.
4. This policy applies to all eligible full-time Staff Members of Burrell College, who have been employed by the company for at least one year in an ongoing regular position and who are on the payroll at the time the course(s) are completed.
5. Employees must be actively employed with Burrell at the time of reimbursement to be eligible for reimbursement.
6. Full-time Staff are eligible for tuition reimbursement if they are not on probation or on a performance improvement plan.

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7. Employees on leave will be eligible to receive reimbursement for courses started prior to the commencement of their leave. Reimbursement will be processed upon employee's return to active employment status.
8. This policy does not apply to independent contractors or employees working less than 40 hours per week.
9. Faculty who meet the requirements for eligibility may be considered for reimbursement on a case by case basis.

ALLOWABLE EXPENSES

This assistance is allowable for professional certification or undergraduate/graduate tuition for on-campus or online courses offering college credit only towards a degree that is relevant to the duties performed as a Burrell College employee.

Fees and materials that are not reimbursable, including but not limited to:

- Books and course materials
- Room and board
- Tutoring, technology, auditing fees
- Special fees for specific courses
- Late fees or Deferment fees
- Transportation and parking

ALLOWABLE INSTITUTIONS

The tuition assistance is available for any on-campus or on-line program offered by an accredited college or university as long as the employee has been accepted into the program or course and the program or course has been approved by the President.

TO APPLY

1. To apply for tuition reimbursement benefits, complete an Application for Tuition Assistance form, at least two weeks before registering for the course. The Application for Tuition Assistance form should be submitted directly to your immediate Supervisor. The immediate Supervisor will need complete Section 2 which includes a proposal stating how this additional training would further our mission and benefit the College. Submit the approved request (by Supervisor and/or Department Head) to the AVP of Human Resources, and the Office of Human Resources will forward to the President for review.
2. No later than 10 business days following course completion and grade issuance, present your original term grade report, invoice, and completed Tuition Reimbursement Request Form to the Office of Human Resources. The reimbursement is based on your course grade. Employees must receive a grade of at least a B or higher or a pass when graded on a pass-fail basis in order to receive reimbursement.
3. If an employee is receiving financial assistance from any other source, (e.g. scholarship, grants, fellowship, military service program) reimbursement will equal the difference

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between the amount of such other assistance and the total cost for tuition reimbursable under this policy.

4. Procedures Upon Termination

- a. If an eligible employee voluntarily resigns from employment prior to the end of a term, tuition reimbursement will end as of the date the eligible employee ceases employment and the employee will be responsible for the cost of all tuition related to the course.
- b. If an eligible employee is involuntarily terminated from employment due to layoff or other reduction-in-workforce, she or he will continue to receive tuition reimbursement for the then current term of enrollment only. Eligibility to receive the tuition reimbursement benefit for any subsequent term ceases.

5. Procedures for Dropped Course

- a. If an employee drops a course, the employee must notify Human Resources within two weeks of dropping the course. The employee will not be reimbursed for any tuition related expenses.

6. Procedure for Changing Courses

- a. If an employee changes a course after the submission of the tuition assistance application, a new application form must be completed within 10 calendar days of changing the course for the course to be considered for reimbursement. Burrell reserves the right to change, reduce or eliminate in whole or in part this policy without advance notice and without employee's agreement. Employees do not have contractual or other rights to Tuition Reimbursement under this policy. All questions arising under this policy, or the reimbursement of any fee will be made by Burrell in its sole discretion, and decisions regarding these matters, or any other aspect of the policy, shall be final and binding. Burrell College reserves the right to withhold reimbursement under this policy for reasons it deems appropriate under the circumstances, including but not limited to employee misconduct or poor performance.

TAXATION

Eligible employees receiving tuition reimbursement are fully responsible for any tax liability incurred as a result of receipt of this benefit. Burrell payroll will make the appropriate withholdings in connection with the tuition reimbursement benefit. A staff member receiving tuition reimbursement should consult his or her own tax advisor regarding the tax implications of this benefit.

DENIAL OF BENEFITS

Reasons that requests for tuition reimbursement may be denied are including, but are not limited to, the following:

1. Eligibility requirements outlined in this document have not been met.
2. Incomplete paperwork.
3. Necessary approvals were not obtained.
4. Employee's continued education is interfering with current job performance and/or prohibiting employee to meet position expectations.

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5. Funds have been exhausted for the current fiscal year (either on an individual or institutional basis).

AT-WILL EMPLOYMENT NOT AFFECTED

Notwithstanding anything to the contrary stated in this policy, nothing herein is intended to alter the at-will status of any Staff Member. Burrell College at all times, retains the right to terminate any Staff Member at any time for any lawful reason, or for no reason at all.

6. Reports/Charts/Forms/Attachments/Cross References

HR Forms: <https://Burrellnm.org/faculty-staff/forms/>

- Tuition Request Form
- Tuition Assistance Application

7. Maintenance

Human Resources; to be reviewed every January.

Approved by	4/28/2023
Department Head of Human Resources	Date

9. Distribution List

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
4/28/23		Updated titles and grammar/style corrections		4/28/23