

# Tuition Assistance Process

The City sponsors a tuition assistance program for regular, permanent employees budgeted at twenty (20) hours or more per week. All courses should be job related or degree related and may be taken at any accredited college or university. Certificate programs that are job related, attended outside of work hours on an employee's own time, with a program cost of \$100 or more, are also covered, provided that at the end of the program the employee receives a certificate. The City's Personnel Department reserves the right to approve an employee on a reimbursement only basis if difficulties in the employee's previous requests have been encountered. The current maximum assistance payment per fiscal year for benefits eligible non-union employees is \$4,500 (as of 7/1/23).

Employees in non-union titles working 10-19.5 hours per week who have completed their six month probationary period may be eligible for tuition assistance on a pro-rated basis. For part time employees whose work hours averaged 10-12.9 hours per week in the previous six months, the benefit is \$1200 per year. For part time employees whose work hours averaged 13-15.9 hours per week in the previous six months, the benefit is \$1400 per year. For part time employees whose work hours averaged 16-19.9 hours per week in the previous six months, the benefit is \$1800 per fiscal year.

Unionized employees should consult their most recent collective bargaining agreements to determine eligibility/terms for tuition assistance under their contract.

**All requests for assistance should be submitted PRIOR to taking a course.** There are two methods of requesting tuition assistance.

## **1.) Tuition Advance Payment:**

This method allows the employee to request the City to pay for their course in advance. The City makes payments directly to the school, up to the amount allowed under the appropriate tuition reimbursement process. Any cost beyond that allowed amount is the responsibility of the employee. Employees wishing to pursue this option are advised to get approval and turn paperwork into Personnel as early as possible, as many courses fill up quickly.

### **Process:**

- a. Employee completes Tuition Assistance Form, Advance Payment Information Sheet, and the Payroll Deduction Authorization Form **prior** to taking course.
- b. Supervisor and Department head evaluate request, recommend approval or denial, and forward request to the City's Personnel Department for City's approval or denial. The Personnel Department staff will inform the employee of the outcome.
- c. If funding is approved, the Personnel Department will give employee a letter to use at time of registration/enrollment, notifying the school of the City's intent to make a full or partial payment for the course (depending upon tuition assistance limits)
- d. Payment to the school (full or partial depending upon tuition assistance limits) will be made once Personnel Department receives a bill from the school, as well as information to set the school up in the City's vendor system
- e. Once a course is completed, the employee submits to the Personnel Department proof of a passing grade. In the event that an employee is unable to complete a course successfully or leaves City employment prior to the end of the course s/he will be expected to repay the tuition and fees to the City, consistent with the terms listed in the Payroll Deduction Authorization Form.

## **2.) Tuition Reimbursement:**

This method allows the employee to pay for the course up front, using their own funds. Once the employee has successfully completed the course, he or she will be reimbursed up to the amount allowed under the appropriate tuition reimbursement process.

**Process:**

- a. Employee completes Tuition Assistance Form (and, if first time requester, W9 form) **prior** to taking course.
- b. Supervisor and Department head evaluate request, recommend approval or denial, and forward request to the City's Personnel Department for City's approval or denial. The Personnel Department staff will inform the employee of the outcome.
- c. Once a course is completed, the employee submits to the Personnel Department both proof of payment for the course and proof of a passing grade, along with mailing address for payment. When that documentation is received, the reimbursement check will be processed

If you have any questions regarding tuition assistance, please contact Jean Montout at 617-349-4338 ([jmontout@cambridgema.gov](mailto:jmontout@cambridgema.gov)) or Sheila Keady Rawson at 617-349-4341 ([skeady@cambridgema.gov](mailto:skeady@cambridgema.gov)).

Rev 7/2023

# City of Cambridge Tuition Assistance Form

(Please print clearly or type)

Employee Name: \_\_\_\_\_

Employee Address \_\_\_\_\_

Employee ID # \_\_\_\_\_

Are you covered by a union collective bargaining agreement?      Yes      No  
(Please circle one)

If YES, please identify union affiliation: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Work Telephone #: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

Course Title/Number: \_\_\_\_\_  
(Attach course description/ # of credits/ total cost of course)

Dates of Course: From \_\_\_\_\_ To \_\_\_\_\_

School Name: \_\_\_\_\_

This course is (Please circle one)      Degree related      Job related  
If job related, briefly describe how:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am requesting      Tuition Advance Payment      Tuition Reimbursement  
(Please circle one)

Total Amount of Course: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Employees requesting Tuition Advance Payment need to submit Tuition Advance Payment Information Sheet and a Payroll Deduction Authorization Form as well.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Division  
Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head  
Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Dept  
Approval : \_\_\_\_\_ Date: \_\_\_\_\_

**Tuition Advance Payment  
Information Sheet**

**Student Information**

Employee Name: \_\_\_\_\_

Home Address \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Department: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

**School Information:**

Name of School: \_\_\_\_\_

Payment Contact Person: \_\_\_\_\_

Payment Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

*To Be Completed by Personnel:*

*Payment Mailing Address:*

\_\_\_\_\_  
\_\_\_\_\_

*Tax ID Number:* \_\_\_\_\_

**Tuition Advance Payroll Deduction  
Authorization Form**

- I intend to enroll in a course at \_\_\_\_\_ (please print institution name).
- I understand that the City of Cambridge will pay for a course at a local college or university in advance (subject to the cost limitations of the appropriate non union or collective bargaining agreement tuition reimbursement program) and that as long as I successfully complete the course and submit documentation to the City's Personnel Department, the course fees will be considered part of tuition reimbursement, without cost to me except when course fees exceed the allowable tuition reimbursement amount.
- The Tuition Advance is for tuition only and I will notify The City of Cambridge immediately if I receive any other scholarships or funding towards it. I will also notify the City immediately if any monies are returned.
- Once a course is completed, I will submit to the Personnel Department proof of a passing grade. I will submit this documentation within two weeks after I receive my grade for the course.
- If I do not submit the required documentation of a passing grade in a timely manner, if I do not receive a passing grade, or if I fail to complete the course, I authorize the City to deduct 10% of the total course cost per week (up to \$50.00 per week) from my pay, through payroll deduction, until the full cost of the course is reimbursed to the City.
- If I leave employment with the City prior to completion of the course, I authorize the City to deduct the full cost of the course from my final paycheck from the City. In the alternative I agree to reimburse the City directly.
- I understand that if I withdraw from the course before the above named institution's last day to withdraw without penalty, the City will incur no costs and I will not be responsible for any repayment or reimbursement to the City through payroll deduction or direct payment.

EMPLOYEE NAME (please print): \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_