**Tuition Assistance – Template Policy**

[Company name] will reimburse an employee up to a maximum of $[amount][[1]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn1) per year for continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars, and certification tests.

**Accredited Degrees:** any eligible employee will be authorized to enroll in an accredited degree program that is business or job related. In the employee’s first term of study, there will be no GPA requirements for participating in the program. In subsequent terms, the employee must demonstrate a cumulative GPA of 2.0 or better to continue participation in the program.[[2]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn2)

**Other Educational Opportunities:** any eligible employee will be authorized to enroll in non-degree-related continuing education as long as the material is related to the employees current or future responsibilities and is approved by the employee’s manager.

Expenses must be validated by qualified receipts.

**Eligibility**

This program is available to employees who have:

* <Insert Status Here>[[3]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn3)
* <Insert Tenure Requirement Here>[[4]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn4)
* <Insert “Good Standing” Requirements Here>[[5]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn5)
* **Procedures**

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

* Prior to enrolling in an educational course, the employee must provide his or her manager with information about the course for which he or she would like to receive reimbursement and discuss the job-relatedness of the continuing education. Manager approval is required.[[6]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn6)
* A tuition reimbursement request form should be completed by the employee, and the appropriate manager signature obtained.
* Employee must submit a copy of the tuition reimbursement request form along with an unofficial school transcript no fewer than <xxx> days prior to the start of the course.[[7]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn7) HR will validate eligibility and provide employee with authorization to participate. The employee will maintain the original request form until he or she has completed the educational course.
* Once the course is successfully completed, the employee should resubmit the original tuition reimbursement request form with the reimbursement section filled out and all necessary receipts.
* The HR department will coordinate the reimbursement with the finance department.

**Start-up Loans [8]**

[Company Name] offers start-up grants for cases in which the initial tuition expenses causes an undue burden. Employees in need of a Start-up Loan must fill-out and submit an application no fewer than <xxx> days[[9]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn9) prior to the start of the first term. The loan balance must be repaid upon completion of the degree.

[[1]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref1) Detroit Drives Degrees recommends providing a maximum reimbursement tied to degree type. Consider reimbursing up to $3,000 annually for an Associate degree or other non-degree continuing education, $5.250 for a Bachelor’s degree, and $10,000 for a graduate degree.

[[2]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref2) Detroit Drives Degrees recommends against tying reimbursement to a course grade, suggesting a cumulative GPA requirement instead. This creates more financial predictability to employees and reduces the risk of a significant unplanned expense.

[[3]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref3) Is the program for only full-time employees, or are part-time employees eligible? Is this program for regular employees, or are probationary or fixed-term contractors eligible?

[[4]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref4) Tenure requirements can be effective in helping the company invest in only those employees who are likely to remain with the company for a significant period of time. However, tenure requirements also prevent the company from deploying a retention tool on the population of employees that are most likely to leave the company before being able establishing themselves in a culture and work routine that collectively work as a deterrent to attrition. Detroit Drives Degrees recommends either avoiding the use of tenure requirements or setting a very low requirement such as 3 to 6 months.

[[5]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref5) Many employers require that employees receive a “Meets Expectations” or higher on the most recent performance review to participate in the program. Likewise, employees that have recently received one or more formal written warnings for poor conduct lose their eligibility. These types of restrictions will require additional thought if they are to be fairly administered. If you make the program available to employees in their first 3-6 months of tenure, for example, these employees will likely not yet have a performance review. In this case, Detroit Drives Degrees recommends admitting employees into the program on a “probationary status” that can be revoked upon the completion of any courses subsequent to the receipt of a “Needs Improvement” or “Does Not Meet Expectations” performance review. Also note that participating employees might receive a poor performance review or conduct violation during a term in which they are already participating in the program. In these cases, Detroit Drives Degrees recommends honoring any tuition reimbursement commitments that were made prior to the employee losing her or her standing. Consider also offering an appeal process that allows employees who have improved their performance or conduct to re-enter the program before completion of the entire performance cycle.

[[6]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref6) Consider funding the tuition reimbursement program out of the HR budget. This will eliminate the risk that managers restrict access to the program so as to meet their individual budgetary expense goals

[[7]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref7) Detroit Drives Degrees recommends requiring all necessary paperwork be submitted 30 days prior to the start of the course(s). This will enable HR enough time to review the employees’ application and transcript. The employee should be counseled that they are not authorized to begin the term without formal approval from the HR department.

[[8]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref8) For many students, the initial tuition payment becomes a barrier to participation in the tuition reimbursement program. Some universities proactively address this issue by offering deferred payment options for working adult employees. In cases where this type of arrangement does not exist, Detroit Drives Degrees recommends providing a Start-up Loan equal to the first tuition payment for deserving employees. The loan can be repaid at the end of the employee’s participation in the program by the employee forgoing the last tuition reimbursement or paying the company directly through his or her checking account. Alternatively, the loan could be forgiven at the time of degree attainment.

[[9]](https://word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Fdrc0-my.sharepoint.com%2Fpersonal%2Fctaylor_detroitchamber_com%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F19149121cc54440ab8e6715f93ddcc12&wdenableroaming=1&mscc=0&wdodb=1&hid=0C1F7E9F-5088-B000-CD89-4A877F4F9392&wdorigin=ItemsView&wdhostclicktime=1601213557990&jsapi=1&jsapiver=v1&newsession=1&corrid=0895f476-d4ea-4c0a-88f3-7da17018d767&usid=0895f476-d4ea-4c0a-88f3-7da17018d767&sftc=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref9) Detroit Drives Degrees recommends the employee submit his or her application for a Start-up Loan 60-90 days prior to the start of the term. This will enable HR sufficient time to review and disposition applications before the start of the term.