

Tuition Reimbursement

Frequently Asked Questions (FAQ)

1. What is Tuition reimbursement?
 - a. A Tuition Reimbursement Program enables a company (HCCC) to cover some or all the costs of an employee's education if the program of study and related expenses fall within the guidelines of that company's specific policy.
2. Who is eligible for the Tuition Reimbursement benefit?
 - a. All regularly appointed full-time employees of the College are eligible for Tuition Reimbursement benefits.
3. Are my dependents eligible for the Tuition Reimbursement benefit?
 - a. No, the Tuition Reimbursement benefit is only for the employee. If interested, dependents are eligible for the HCCC Tuition Waiver benefit.
4. How do I apply?
 - a. You must submit the following before the course start date:
 - i. Complete a [Tuition Reimbursement Application](#)
 - ii. Complete a PDP, [Professional Development Plan](#).*

*One PDP is required per program
5. When should I submit my Tuition Reimbursement Application?
 - a. Tuition Reimbursement applications are due before the start of your course/s—one application per semester.
6. Who needs to approve my Tuition Reimbursement Application?
 - a. The following approvals are required before sending it to Human Resources:
 - i. Direct Supervisor
 - ii. Department Head
 - iii. Controller – Finance Department

Financial

7. What is the difference between Tuition Reimbursement and Prepayment?
 - a. Tuition Reimbursement is when an employee receives reimbursement for tuition paid at another institution.
 - b. Tuition Prepayment is when HCCC sends payment for courses directly to the institution.

<https://www.hccc.edu/administration/hr/>

8. Is there a limit for Tuition Reimbursement?
- a. Yes, up to \$9,000 per fiscal year, 7/1 - 6/30.
9. Is tuition reimbursement a salary?
- a. According to the IRS policy, if your employer pays more than \$5,250 for educational benefits for you during the year, you must generally pay tax on the amount over \$5,250. Your employer should include in your wages (Form W-2, box 1) the amount you must have in income.
 - b. <https://www.irs.gov/newsroom/tax-benefits-for-education-information-center>
10. Which supporting documents are required for reimbursement?
- a. The final grade for courses
 - b. Receipt
 - i. The name/logo of the institution
 - ii. Name of the course being charged
 - iii. Date of transaction
 - iv. Form of payment made
 - v. Employee name
11. Which supporting documents are required for prepayment?
- a. For the prepayment** option, the following must be sent with the application and PDP:
 - i. A detailed invoice (*must include the course name, dates, employee name, and institution name*)
 - ii. School/Institution [W-9 form](#),
 - iii. and School/Institution Account Number & Routing number (*information is provided by the billing department of the school/institution*)
- **Passing grade (C or higher) report or certificate of completion must be submitted within 90 days of course completion.**
12. How long do I have to submit my supporting documents for reimbursement?
- a. Employees have up to 90 days (*about 3 months*) from the course completion date.
13. To who do I submit my supporting documents?
- a. Please submit your supporting documents to the Benefits personnel in the Human Resources Department and hr@hccc.edu.
14. How do I know I have been approved for Tuition Reimbursement?
- a. You will receive a confirmation email with the approved application attached.

15. When are reimbursements paid out?

- a. **Once all documents have been submitted, the processing time is 7-10 days. Finance will send a receipt of disbursement.**

16. What falls under Tuition Reimbursement?

- a. **The following are programs eligible for Tuition Reimbursement as long as they are associated with the employee's current role, related discipline, or job-related area.**
 - I. **Undergraduate Degree**
 - II. **Graduate Degree**
 - III. **Doctorate Degree**
 - IV. **Certificate Program**
 - V. **Continuing Education (Example: Workshops, job training)**

For more information, please email hrbenefits@hccc.edu with the subject line **Tuition Reimbursement**.