

# U.S. Tuition Reimbursement Program

## Frequently Asked Questions

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### Where can I find the Tuition Assistance Program?

The Tuition Assistance program can be reviewed in detail, by clicking on the below link:

<https://hub.uhg.com/policies/human-capital/hiring-employment/Tuition-Reimbursement/291>

### Who is eligible for Tuition Assistance?

All employees regularly scheduled to work 20 or more hours per week.

### My course starts prior to my 6 month anniversary date, but finishes after, do I qualify?

No. Your course start date must be after your 6 month anniversary date to qualify for Tuition Assistance.

### I don't see my college listed in Tuition Assistance Policy, do I still qualify?

All "accredited institutions" qualify for tuition assistance. The colleges listed specifically in the policy, are colleges that offer UHG employees a discount on their tuition.

### Can I receive Tuition Assistance while on Leave of Absence?

No. You are not eligible for Tuition Assistance while on Leave of Absence.

### What is the Repayment Agreement?

If you voluntarily terminate employment or are involuntarily terminated for violation of company policy, you must repay to the Company any education expenses that were reimbursed to you under this Program within 24 months of your termination date.

### What is the maximum I can be reimbursed?

The yearly tuition maximum is \$5,250.00 per calendar year.

### What expenses are reimbursable under this program?

This program covers the cost of your course and textbooks, less any educational assistance you have received.

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#### What expenses are not reimbursable under this program?

Examples of, but not limited to:

- Courses which do not pertain to your current job
- Courses that lead you to qualify for next level position
- Activity fees charged by the college.
- Hardware/Software programs that assist with the course
- Late Fees
- Insurance
- Lab Fees
- Registration Fees
- Supplies
- Job related licenses, such as RN, sales, etc.
- Meals, transportation, and lodging expenses in connection with attending a qualified course
- Any other fees not directly related to the course

#### What are the Course Requirements?

To qualify under the Tuition Reimbursement Program, the course has to:

1. Be directly related to maintaining or improving your skills to complete your current job duties
2. Be used to complete a High School Equivalency certificate or other certificate
3. Be used to prepare you for job-related exams (CPA, LOMA, HIAA, etc.)
4. Be taken at an accredited institution
5. Course must be passed with a "C" or better or Pass in Pass/Fail Grading

#### How do I apply for Tuition Assistance?

You must receive **prior** approval from your manager before enrolling in a course, by completing the online Tuition Pre Approval Application.

#### How do I receive my reimbursement?

Expenses must be submitted via Concur Expense within 30 days after you successfully complete the course and have received your grades.

#### What are the required receipts for reimbursement?

The required receipts for tuition reimbursement are as follows:

1. Approved Tuition Pre Approval Application
2. Itemized Tuition Statement, detailing all coursework related charges and all payments or credits applied.
3. Official final grade transcript on the institution's letterhead, showing your letter grade received, or your pass/fail indication.

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#### How will I receive my reimbursement?

Tuition reimbursements are paid as non-taxable payments through Payroll. In order to receive reimbursement on a specific pay date, the Concur Expense report must be submitted with all required backup and approved by a manager, eight business days prior to the pay date. Please visit the U.S. Payment Services by clicking [here](#).

#### I have received my yearly maximum, can I submit my courses completed in the following year?

Coursework completed in the current year may not be applied to the following year's maximum, with the exception of courses completed in December. Courses completed in December may be submitted in January of the following year, and will be applied to the following year's annual maximum.

#### What are the year-end deadlines?

**2017** - Tuition Reimbursement expense reports which are manager approved in Concur and receipts received on or before **6:00pm CST December 20, 2017**, will be applied to the 2017 tuition year maximums and will be paid on the final 2017 paycheck December 29, 2017. Expense reports received, or approved after December 20, 2017 will be applied to the 2018 tuition year.

**2018** - Tuition Reimbursement expense reports which are manager approved in Concur and receipts received on or before **6:00pm CST December 19, 2018**, will be applied to the 2018 tuition year maximums and will be paid on the final 2018 paycheck December 28, 2018. Expense reports received, or approved after December 20, 2018 will be applied to the 2019 tuition year.