Tuition Reimbursement Application

Mount Holyoke College provides tuition reimbursement for one course per semester up to $250 per course and up to $500 per fiscal year for employees for courses taken at an accredited institution of higher learning other than Mount Holyoke College. A Grade C or better is required for undergraduate courses and a Grade B or better is required for graduate courses. **There will be a six months waiting period for new employees and the benefit will be pro-rated for part-time employees.** This reimbursement will not apply if a grant or waiver has been received for the course.

Application is made each semester to the Human Resources Department along with a copy of the tuition bill and final grade.

Please Note:
Effective 1/1/02, tuition reimbursement for **Graduate Courses** is no longer considered taxable income by the IRS but is taxable by the State of Massachusetts.

Name:_____Soc.Sec.#:_____

Department:_____

Name of Institution:_____

Course Level: ☐ Undergraduate ☐ Graduate

Course Tuition: $_____Reimbursement Amount_____

Signature: _____ Date:_____

For office use only:

Approved by: Human Resources Department:_____ Date:_____

Payroll Office:_____ Date:_____

Rev. 1/20/06