

# TUITION REIMBURSEMENT

RMR offers a tuition reimbursement program to assist employees in pursuing their educational goals.

The program is available to employees who work at least 21 hours per week and are employed for the duration of the course. Eligible employees may receive up to \$20,000 for tuition reimbursement and book costs during a calendar year. Tuition reimbursement is payable after the course is completed and proof of the employee's final grade is provided to HR. Tuition reimbursement in excess of \$5,250 will be treated as taxable income.



## Tuition Reimbursement Check List

### PRE-APPROVAL

- Partially completed form (employee, course, and pre-approval sections will need to be completed)
- Course description

### AFTER COMPLETION

- Completed form
- Course description
- Proof of cost
- Final grade
- Completed promissory note(s)

## Does Your Course Qualify?

- 1) Must be offered at an accredited school, college, university or at a city or town adult education program.
- 2) Must be scheduled during off-duty hours.
- 3) The course must be either a required course in a Business degree program (not an elective), or directly job related, which means a course that:
  - Maintains or improves skills relevant to the employee's current job.
  - Meets express requirements imposed by RMR under applicable law
  - Is beneficial to the employee and/or the performance of the employee's job responsibilities in the judgment of our Human Resources Department, based upon recommendations by the employee's Supervisor.

**To qualify for tuition assistance, an eligible employee must select a course that meets all the criteria.**



## How to Apply for Pre-Approval

- Complete as much of the tuition form as possible
- Have your supervisor sign the pre-approval section (do not complete the approvals at the bottom of the form until after the course is completed)
- Submit the tuition form with a copy of the course description to the Benefits Team

Pre-approvals (recommended)	Signature	Printed	Date
Employee's Manager:			
Sr. Director, Benefits & Comp/Benefits Manager:			

## AFTER THE COURSE IS FINISHED

You'll want to submit the full tuition package including:

- Course description
- Proof of cost
- Completed promissory note(s)
- Final grade

## Promissory Notes

Tuition assistance will be considered a loan, and you must sign a promissory note for each class. The first \$5,000 of the loan will be forgiven if employment continues for 2 years after the course is completed. Amounts in excess of \$5,000 up to \$15,000 will be considered a 4 year loan that will be forgiven if employment continues for 4 years after the class ends. Amounts in excess of \$15,000 will be considered a 5 year loan that will be forgiven if employment continues for 5 years after the class ends.

Certain tax limits may apply. Tuition assistance requests must be approved by your Supervisor, Department Head/Regional Vice President, our Senior Benefits & Compliance Manager and Senior Director of Benefits & Compensation. Employees should seek approval for tuition assistance prior to enrollment to ensure they qualify. Tuition assistance amounts are on a calendar year basis and do not accumulate from year to year. The applicable calendar year is the year in which the course begins.

# TUITION FORM

## Employee Information

Employee Name:

Job Title:

Hire Date:

Department:

Location:

## Course Information

Course Title:

Degree Program (if applicable):

Dates of Course:

## Pre-Approvals (recommended)

Signature

Printed

Date

Employee's Manager:

Sr. Director, Benefits & Comp/Benefits Manager:

## Cost Information

Cost of Tuition:

Cost of Books:

Fees:

Total Amount Requested:

## Attachments

Note: The following must be attached for reimbursement:

Detailed Course Description

Completed Promissory Note

Proof of Cost

Final Grade

## Final Approvals

Signature

Printed

Date

Employee's Manager:

Department Head/Regional VP:

Benefits Manager:

Sr. Director, Benefits & Compensation: