

Tuition Tidbits

(Please keep this for your reference!)

A Quick Guide to the Tuition Benefit for Faculty, Staff, Spouses, and Partners

Am I eligible for this benefit?

The specific eligibility requirement for this benefit is outlined in the University's Educational Assistance Programs policy. The policy may be accessed on the Human Resources website at the link noted at the bottom of this memo. Please review the policy to ensure your eligibility.

How often can I receive the benefit?

You and your spouse/partner can receive the benefit for one course per term, up to three courses during an academic year. An "academic year" is defined as the period beginning with the Fall term and ending with the following Summer term. You can receive one reimbursement during three (3) out of the following four (4) academic terms: Fall session, Winter session, Spring session, or Summer session.

What does the benefit pay?

Staff receive a 70% reimbursement of tuition costs for one 3-hour course per semester or quarter (or a 4-hour course with a required lab).

Faculty and spouse/partners receive a 47% discount on tuition expenses. Classes must be attended at Vanderbilt.

How do I request this benefit?

BEFORE you begin the class, complete a Tuition Benefit for Myself or My Spouse/Partner for the term in which you wish to receive the benefit. This form will be used to confirm your eligibility for the benefit. You will be contacted if there is a question concerning your eligibility.

Be sure to complete the form in its entirety, including both your signature and that of your department representative. Guidelines for the representative vary, so check with your departmental administrator if you are unsure who should sign on behalf of your department. If you are attending Vanderbilt, a discount will be posted to your student account and no additional action is required on your part.

If you are not attending Vanderbilt, submit the Request for Reimbursement Form **AFTER** you have completed the class, along with:

- An itemized invoice or account summary statement from the college or university which outlines your tuition charges separate from other fees.
- Your grade report from the college or university which indicates a passing grade ("C" or above) for the course and the number of credit hours you earned for the course.

Make a copy of the forms for yourself and return the original completed forms to:

Vanderbilt Human Resources Processing Office

VU Station B #357718

2301 Vanderbilt Place

Nashville, TN 37235-7718

Note: To prevent the possibility of duplicate processing, we ask that you submit original forms (no faxes please!)

How will the benefit be paid?

- For faculty, staff, spouses and partners attending Vanderbilt, the benefit will be credited directly to your (or your spouse or partner's) student account. Please note that all benefits received for a spouse or partner are considered "taxable" to the faculty/staff member and will be reflected on your W-2 at year-end.
- Staff attending courses at another college or university will be reimbursed for the benefit as a nontaxable payment on an upcoming payroll cycle.

Where can I find out more information about the benefit?

For the complete Educational Assistance Programs Policy and Frequently Asked Questions about the tuition benefits, please visit policy #HR-013 in the "Policies" area of the Human Resources website (hr.vanderbilt.edu).

Other questions? Contact the Tuition Team in Human Resources at 322-4088!

Tuition Benefit for Myself, or My Spouse/Partner

Please submit this form BEFORE you begin the class!

Please check one of the following:

<input type="checkbox"/>	I am a faculty member attending a class at Vanderbilt University.
<input type="checkbox"/>	I am a staff member attending a class at Vanderbilt University.
<input type="checkbox"/>	I am a staff member attending a class at another college or university.
	Name of the college or university you are attending (if other than Vanderbilt):
	Location of the college or university:
<input type="checkbox"/>	This benefit is for my spouse/partner who is attending a class at Vanderbilt University.
	Your Spouse or Partner's Full Name:
	Their Social Security Number:

I am requesting the tuition benefit for the following academic period:

<input type="checkbox"/>	Check One Fall	<input type="checkbox"/>	Check One Semester	Academic Year
<input type="checkbox"/>	Winter	<input type="checkbox"/>	Quarter	
<input type="checkbox"/>	Spring			
<input type="checkbox"/>	Summer			

Please provide the following information:

Name of the Faculty or Staff Member Requesting the Benefit:	
Your Employee ID (or Social Security) Number:	
The Name of Your Home Department at Vanderbilt: (i.e. Neurology, Economics, etc)	
Daytime Telephone Number (in case there is a question):	

Faculty or Staff Member's Signature and Date:	
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Departmental Approvers: Your signature below confirms that this Staff Member is not currently on Performance Improvement Counseling, or on a leave of absence.

Authorized Department Signature and Date:	
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Return the Completed Form to: Vanderbilt Human Resources Processing Office VU Station B #357718; 2301 Vanderbilt Place Nashville, Tennessee 37235	Have a Question? 322-4088
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The section below is for Human Resources Processing Use

Date of Hire		HR Review

Request for Reimbursement of Tuition Expenses

Please submit this form AFTER you have completed the class!

Your Name:	
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Your Social Security (or Employee ID) Number:	
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Academic Period You Attended the Class:

Check One	Check One	Academic Year
Fall	Semester	
Winter		
Spring	Quarter	
Summer		

Begin and End Date of the Course (MM/DD/YY - MM/DD/YY)	-
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Name of the College or University You Attended: If you attended Vanderbilt, you don't need to complete this form!	
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Course Title:	
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Your Signature and Date	
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Be sure to include the following with your request:

- ★ An itemized invoice or an account summary statement from the college or university which outlines your tuition charges separate from other fees.
- ★ Your grade report from the college or university which indicates a passing grade ("C" or above) for the course and the number of credit hours you earned for the course.

Return the Completed Form to: Vanderbilt Human Resources Processing Office VU Station B #357718; 2301 Vanderbilt Place Nashville, Tennessee 37235

Have a Question? 322-4088
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The section below is for Human Resources Processing Use

Hours	
Rate per Hour	
Account Code	
Center Number	

PayGroup	
Employee ID Number	
Job Code	
Earnings Code	
Reimbursement Amount	