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MRG
12 Mar 04

From: Head, Human Resources and Training Branch
To: All Employees

Subj: Tuition Reimbursement Procedures

Encl: (1) Tuition Reimbursement Request Form
(2) Eight Easy Steps to Tuition Reimbursement

1. This establishes procedures related to tuition reimbursement for Personal and Family Readiness Division (MR) civilian Marines.

2. Tuition reimbursement is an employee development program centrally administered by MRG Training.

(a) Tuition reimbursement is intended to strengthen MR's commitment to the ongoing personal and professional development of its employees. Tuition reimbursement allows MR employees to pursue education in a degree-program for job-related courses.

(1) A degree-program at an accredited college or university is defined as a course of study that can lead to an associate, bachelor's, or master's degree.

(2) Job-related is defined as that which is directly related to the current job requirements or duties. Job-related means that the course or program must cover topics that will enable employees to improve job performance in their current position.

3. Personal & Family Readiness Division civilian Marines are eligible for tuition reimbursement provided they meet the following conditions: A fulltime employee, beyond the probationary period, employed a minimum of one year continuous service within an MCCS activity, and committed to a one year employment obligation with MR after completion of the most recently attended course or program.

4. To receive tuition reimbursement, the employee must receive a minimum of "C" or higher for undergraduate courses ("B" for graduate courses). For courses for which no grade is given,

Subj: TUITION REIMBURSEMENT PROCEDURES

such as "pass/fail," documentation of satisfactory course completion (certificate or official letter) is required.

5. MR will reimburse for the following items: tuition, books, registration fees (fees charged by the institution to cover administrative costs related to the course; NOT student or health activity fees), and lab fees (fees charged to use school facilities to meet course requirements, such as computer lab time).

6. Employees must complete enclosure (1), the "Tuition Reimbursement Request Form" form, and forward to their branch head PRIOR to taking the course. After branch head approval the form is forwarded to MRG Training for approval. Following MRG Training approval the forms will be returned to the employee until class completion. Use enclosure (2), "Eight Easy Steps to Tuition Reimbursement" for guidance on the form flow.

7. Within 30 days of successful completion of the course, employees submit to the Head, MRG, itemized receipts showing all payments for courses, registration fees, books and final grades on a school transcript, certificate of course completion or official school letter indicating satisfactory completion. After verification of official documentation, Head, MRG will submit a reimbursement check request to Finance payable to the employee. Tuition Reimbursement will NOT be made if not submitted within 30 days after completion of the course.

Grant Stewart
Head, Human Resources & Training

Distribution:
MR

Subj: TUITION REIMBURSEMENT PROCEDURES

Agreement for Tuition Reimbursement

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Employee Name: _____ Date: _____

Branch: _____ Position: _____

1. I plan to enroll in the following course offered by _____ during the _____ semester/session. The dates of the course are _____.

Course Number: _____ Tuition \$: _____

Course Title: _____ Other costs: _____

2. On a separate page, describe how the course will enable you to achieve a higher level of job performance. Keep your comments to less than one typed page (single spaced).

3. I understand that I must have this course approved for Tuition Reimbursement PRIOR to registering and attending the course. I must successfully complete the course with a grade of "C" or better ("B" or better for graduate courses), and that I am required to continue employment with MCCS for a one-year period following completion of the course. I agree to repay any amount furnished to me due to this request if I am unable to comply with the employment commitment or I voluntarily leave the organization.

4. I understand the maximum amount of TA per employee per calendar year is \$3,500.00, however, there is no limit on the amount of courses that are reimbursable per semester/session.

Employee Signature Date

BRANCH HEAD ENDORSEMENT

1. I () approve () disapprove this request for tuition reimbursement.
Comments: _____

Branch Head Signature Date

MRG TRAINING ENDORSEMENT

1. I () approve ** () disapprove this request.

Training Approving Signature Date

**** Approval is based upon remaining within the confines of the annual limit. If you are unsure of the remaining balance for the calendar year, please contact MRG training.**

Subj: TUITION REIMBURSEMENT PROCEDURES

Eight Easy Steps to Tuition Reimbursement

1. The employee requests tuition reimbursement by submitting the tuition reimbursement forms to the branch head, providing any necessary documentation required.
2. The branch head approves and forwards the tuition reimbursement form to the Head, MRG for approval. All documentation is required or the form will be returned from MRG without approval even if the Branch Head has approved.
3. Head, MRG returns the approved tuition assistance forms to the employee.
4. The employee pays the university or college and attends the class.
5. Upon completion of the class, the employee submits the original pre-approved tuition reimbursement forms, with the completed grade for the course, and proof of payment to the college/university, to MRG Training for payment within 30 days after completion of the course.
6. MRG Training will submit the forms with a memo for payment to MRF.
7. MRF will produce a check and notify the employee to pick up the check in MRF.
8. MRG training forwards the payment record to HR to keep on hand in the event an employee leaves employment during the 'pay back' period, so the employee can be levied for return payment to MR.