



# The State of Connecticut Tuition Reimbursement Program

*A Guide for State of Connecticut Agencies and Employees*

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

*Statewide Human Resources Management  
HR Business Rules & Central Audit Unit*

**&**

**OFFICE OF THE STATE COMPTROLLER**

*Administrative Services Division*

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## INTRODUCTION

Welcome to the State of Connecticut Tuition Reimbursement Program: *A Guide for State of Connecticut Agencies and State Employees* (Guide). This Guide is a revision of the Tuition Reimbursement Manual distributed by the Department of Administrative Services - Division of Personnel Development in October 1988. It will be updated as necessary and available to you via the Department of Administrative Services website, [www.das.ct.gov](http://www.das.ct.gov) - Human Resources Page and the Office of the State Comptroller's website, [www.osc.ct.gov/manuals](http://www.osc.ct.gov/manuals).

This Guide is intended to be an instructional tool for agency Tuition Reimbursement Officers and State of Connecticut employees. The primary purpose of this Guide is to assist Tuition Reimbursement Officers in processing applications for tuition reimbursement and to assist employees in their understanding of what information must be submitted, to whom and when.

**This Guide does not supersede collective bargaining agreement language.** Rather, it summarizes and incorporates information from the bargaining unit contracts as it pertains to tuition reimbursement for each bargaining unit. This information is found under the link to "Summary of Tuition Reimbursement Benefits" which will aid employees in understanding the requirements and established criteria of the Tuition Reimbursement Program. **Any discrepancy with negotiated provisions of the collective bargaining agreements is unintended. In the case of a discrepancy, provision of the contract will be followed. If the contract is silent, the criteria contained within this document shall be adhered to.**

Employees should consult their collective bargaining agreement and direct questions concerning tuition reimbursement to the Tuition Reimbursement Officer within their agency.

Tuition Reimbursement Officers should contact the OSC Tuition Reimbursement Coordinator if the information contained within this Guide does not address a particular question or concern, or if they are concerned that there is a discrepancy between these two resources.

Agency Reimbursement officers may contact the Comptroller's Tuition Unit via e-mail at [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov) or by telephone at (860) 702-3334. Documentation may also be submitted via FAX to (860) 702-3477.

We trust you will find this revised Guide to be a helpful resource as you review requests for tuition reimbursement or as you consider requesting tuition reimbursement under the State of Connecticut's Tuition Reimbursement Program.

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## OVERVIEW

### **Why Use this Guide?**

The Department of Administrative Services (DAS) and the Office of the State Comptroller (OSC) have prepared this guide primarily as a reference tool for State Tuition Reimbursement Officers (TROs). State employees and managers will also benefit by using this guide to apply for benefits under this program.

This guide gives TROs the general information needed to process applications correctly and consistently for State employees. We also hope that this document addresses fully and clearly questions asked by past participants so that future participants will know exactly what they need to do in order to be reimbursed and what the criteria are for their particular situation.

### **How will DAS and OSC Communicate Changes to the Guide?**

The Guide is dedicated to a continuing commitment to quality customer service by the Department of Administrative Services and the Office of the State Comptroller.

The Department of Administrative Services will maintain the information contained within the Guide and will advise TROs of changes so that they will have the most up-to-date tuition reimbursement information. Whenever practicable, this updated information will be distributed via e-mail to all TROs statewide and made available on-line via the DAS Website - Human Resources Page and/or the OSC website - Comptroller's Manuals – State of Connecticut Tuition Reimbursement Program. We have organized this guide to give TROs general information and resources to provide you with more details, as necessary.

We ask TROs for assistance in keeping this Guide current and as user-friendly and user-relevant as possible. One way to do this is to bring questions you receive from your agency's employees to our attention. Another is to communicate changes to the TROs listed in Addendum A. Additionally, if readers have any difficulty finding information in the Guide or if you have an idea to make this guide more useful, please send an e-mail message to [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov).

### **Disclaimer**

This guide was prepared for informational purposes only. It does not represent an extension of benefits beyond those already provided in statute, regulation, policy, or collective bargaining agreements. This guide, and its contents, cannot be used as a justification for entitlement to benefits. In any case where there is a conflict between the contents of this guide and the document that established the information (statutes, regulations, collective bargaining agreements, General Letter, DAS- and/or OSC-authorized manual, or other documentation), the original document is considered to be the authoritative reference.

## Tuition Reimbursement Application Process

### Prior To The Course

Employee decides to take a course and obtains information on costs and course description from an educational institution. In general, courses should be taken at fully accredited colleges or universities. (If the institution is not accredited, approval from DAS is required.) Employee then obtains an *Application for Tuition Reimbursement* ([Form CO-101](#)) from their TRO (refer to Addendum A).

Employee completes the Form CO-101. This form includes the employee's name, home address, employing agency's name and location, job title, bargaining unit code, name and address of educational institution, title of the course, number of credits and cost (refer to OSC website for complete information - [www.osc.ct.gov/manuals/TuitionReimburse/manual.htm](http://www.osc.ct.gov/manuals/TuitionReimburse/manual.htm)). The employee must also determine the tax status of the tuition reimbursement benefits. For non-taxable tuition reimbursements, check the job-related box. For taxable tuition reimbursements, check the non job-related box. Employees can refer to Comptrollers [Memorandum Number 2008-41](#), Determining Tax Status of Employee Tuition Reimbursement Payments or the Internal Revenue Guidelines at <http://www.irs.gov/> for additional information.

**NP-5 (Protective Services) Union:** Employees covered by the Protective Services (NP-5) Contract must complete the *Connecticut Police and Fire Union (CPFU) Tuition Reimbursement Application Form*, in addition to the CO-101. Instructions appear on the application. The mailing address to submit applications is: 50 Columbus Boulevard, Third Floor, Hartford, CT 06106. **The CPFU Tuition and Training Fund Application form can be found at [www.cpfu.org/cpfu\\_wp/training-tuition-committee](http://www.cpfu.org/cpfu_wp/training-tuition-committee), in the member only portion of the website. A password is required for employees to access the form.**

### Submittal of Tuition Reimbursement Application

The employee submits Form CO-101 to the TRO with the following material at least two weeks prior to the start of class: A course catalog description or brochure as well as a projected course schedule (or actual course schedule, if available) and a projected itemization of costs (a copy of fees listed in the educational institution's catalog is acceptable for this purpose).

The employee retains a copy for their own records. The Form CO-101 should not be submitted any earlier than three months prior to the first day of class or any later than two weeks prior to the first day of class. Effective July 1, 2016, late applications will not be accepted except in emergency situations supported by appropriate documentation. Agency TRO's must submit documentation mitigating the late application to DAS for approval. An employee waiting for approval to take a course or experiencing difficulty from an educational institution should be advised to submit their tuition reimbursement application at least two (2) weeks prior to the start of the course and provide documentation of acceptance to the course upon receipt but prior to the end of the course. If the course is not accepted by the educational institution, the employee must notify their Agency TRO and withdraw their tuition reimbursement application. There may be some variation\* to this step in the process; refer to specific collective bargaining agreements to ensure applicability. The employee may register for course(s) prior to TRO's review, but reimbursement cannot be guaranteed.

The TRO dates and time-stamps all copies of the Form CO-101 upon receipt.

If not already provided, the employee must also submit the following material to the TRO during the first week of class:

- Actual itemized charges incurred for course registration
- Any anticipated and/or approved grants, loans, tuition waivers, etc., for which the employee has applied.

If this documentation is not available at the time indicated above, the employee must contact the TRO and make arrangements to submit this material once it becomes available. Lack of this documentation jeopardizes eligibility for reimbursement under the Tuition Reimbursement Program.

Employees are advised that approval for participation in the Tuition Reimbursement Program is contingent upon receipt of the above information.

**\* Note: For non-traditional (including out-of-state, on-line and not-for-credit) courses,** employees are strongly advised to submit this material **at least one month prior to the first day of class** as these requests require a more in-depth review.

### **TRO Reviews Application**

The Agency TRO receives and reviews the application form to:

- Ensure all information is complete and the application is signed
- Determine the employee meets all eligibility requirements in order to participate in the Tuition Reimbursement Program and that the employee has not exceeded the credit or monetary limitations set in the contract or as communicated in the Guide
- Determine the amount of reimbursement the employee is entitled to (see Addendum B)
- Agency TRO's can access the following websites to determine accreditation or approval of an educational institution:
  - ❖ Council for Higher Education Accreditation: [www.chea.org](http://www.chea.org)
  - ❖ U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs: <http://ope.ed.gov/accreditation/Search.aspx>
  - ❖ Department of Consumer Protection Continuing Education for Occupational and Professional Licenses: [Search Results \(ct.gov\)](http://searchresults.ct.gov)
- If a determination cannot be made by using the above websites, the Agency TRO may contact the DAS State Tuition Reimbursement Coordinator to obtain approval for non-traditional programs.

### **TRO Sends Employee Participation Approval or Denial**

After reviewing the application, the TRO sends written confirmation of approval for participation in the Tuition Reimbursement Program ([TUITION REIMBURSEMENT AUTHORIZATION \(ct.gov\)](http://tuitionreimbursementauthorization.ct.gov)) to the employee, indicating approval or denial of the request.

- This notification reminds the applicant of the need to submit proof of payment and grades to the TRO upon completion of the course.
- It also reiterates to the employee that payment is subject to the availability of funds.
- If the application is NOT approved by the TRO, the TRO indicates this on the Form CO-101 and the reason(s) for denial in the written notice (TR-2) to the employee.

When requested, the State Tuition Reimbursement Coordinator will review denials when TROs are uncertain whether or not an eligibility issue (i.e., an employee is on leave with or without pay) prevents approval. If the Coordinator determines the request is denied, TRO sends written notification of the denial to the employee. If the Coordinator determines the request is approved, the TRO sends a revised notice to the employee.

The TRO retains a copy of the notice (i.e. [TUITION REIMBURSEMENT AUTHORIZATION \(ct.gov\)](http://tuitionreimbursementauthorization.ct.gov).) on file.

### **The TRO Completes the Following Sections as Necessary**

- Agency assigns a Tuition Reimbursement (TR) number to each application. The TR number should be the fiscal year followed by a unique number (Example: 2007-01).

- Agency fills in Departmental Payroll Code (Example: DVA21000).
- **Agency Recommendation**
  - I have reviewed the tuition guidelines and this application. I do or do not recommend this person's participation. (Put an "X" in the applicable box.)
  - If application is denied, state reason and forward to review committee.
  - Agency Approval Officer (Signature)
  - Date
- - Email
  - Telephone number
  - Return copy to the employee for their records.
- **For Use If Application is Not Approved**
  - State personnel Tuition Reimbursement Coordinator's Decision
  - Signature
  - Date

### **TRO Completes Priority Log**

The Priority Log is located in CoreCT. Access to the Priority Log is based upon user ID and the security roles listed below, one of the roles should be requested by the agency security liaison.

- CT\_AGY\_PY\_TUITION\_TRVL\_ASSOC
- CT\_AGY\_PY\_TUITION\_TRVL\_VIEW

These are agency specific security roles. Both roles are not required to view the information. CT\_AGY\_PY\_TUITION\_TRVL\_VIEW allows for viewing data only. Once the user has obtained security access to the role(s) above, they will have the ability to view the priority log information for all employees on the priority list within their agency.

The Priority Log is a listing (by bargaining unit and fiscal year) of the employee's tuition reimbursement request, the date the application was **approved** by the agency TRO and the amount anticipated for reimbursement. The online Priority Log is submitted when the application has been approved by the agency. To ensure the employee's proper placement on the priority list, it is important to submit the Priority Log immediately after the application has been approved. Duplicate information should not be submitted. If any of the information contained on the Priority Log changes, the agency must resubmit an online form, choosing the "Revision" option.

Example 1: If an employee does not complete a course within the fiscal year of the application and the course needs to be carried over into the next fiscal year, an online priority log noting this change should be submitted.

Example 2: If an employee fails to pass, withdraws, or does not register for a course(s), an online priority log should be submitted, choosing the "Cancellation" option.

The agency TRO can view each priority log submission. If the submission is not viewable, the TRO must contact OSC Tuition Coordinator immediately.

TROs must submit Priority Logs to OSC for members of the following bargaining units:

- **NP-2** – Maintenance & Service
- **NP-3** – Administrative Clerical
- **P-3B** – Education Professionals
- **P-4** – Engineering, Scientific and Technical
- **P-5** – Administrative and Residual

Priority logs are **not** required for Confidential employees or employees covered by the following bargaining units: NP-1, NP-4, NP-5, NP-6, P-1, P-2, P-3A, NP-8, NP-9, Vo-Tech Teachers and Vo-Tech Administration.

### **Completion of Course(s)**

Employee submits the following supporting documentation\* to the TRO following completion of the course(s):

- A transcript/grade report or
- A letter from their professor on educational institution letterhead indicating: the semester, the course title, the number of credits for the course, the grade or some other indication the employee has successfully completed the course and proof of payment (if not already provided) and
- Proof of payment including an itemized receipt verifying the amount paid to the educational institution for course(s), registration fee and any loan documentation under specific circumstances, etc.

**These documents must be submitted by February 1<sup>st</sup> for Summer and Fall courses and by June 1<sup>st</sup> for Spring courses.**

In order for OSC to approve the claim for reimbursement, all documentation must be properly verified. A receipt will not be considered to be adequate documentation for payment if it does not identify the institution or if it does not identify the student (i.e., in the case of an on-line grade report).

The TRO and the employee must ensure that all documents submitted to OSC contain the documentation/information for appropriate identification. Otherwise, OSC will return the documents to the agency.

Tuition reimbursement payment will not be processed until all of the appropriate documentation is received.

If the employee has exceeded limitations as specified by collective bargaining agreement, OSC will deny the request and will return the materials to the agency. The TRO retains this material on file. TRO should notify employee that the application was denied.

**\* Note:** If the employee is experiencing difficulty acquiring their grade(s), or proof of payment, they must inform the TRO for possible intervention with the institution. Vo-Tech teachers require a passing grade of "C" or better. All other bargaining units require a passing grade of "D" or better.

### **TRO Completes Package**

TRO follows the outlined procedure below:

- Reviews transcripts and receipts of payment
- Determines the actual payment to be made
- Completes the Tuition Reimbursement file/record for each employee in accordance with agency practice. Agencies must develop and maintain a record system for their Tuition Reimbursement Program. See Addendum D for a sample method that may be used for this purpose.
- Completes "For Agency Use Only" section indicating:
  - Amount to be reimbursed - Reportable/Non-Reportable
  - Date receipt and grades submitted
  - Date payment requested
- Prepares packet for submittal to OSC for payment. The complete packet includes: application, proof of payment (including itemization as necessary), and grade report. When appropriate, the packet must also include any prior approvals received from the State Tuition Reimbursement Coordinator or documentation regarding special circumstances.
- Submits Form CO-101 with supporting documentation for payment to OSC.



- An electronic copy of the application, transcript and receipt are sent to: [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov). Paper copies are no longer required to be sent to OSC.

### **TRO Submits Completed Application to OSC**

A deadline for submitting approved applications to OSC for payment will be set by OSC each semester. Generally, this date will be set on or around February 28th for Summer and Fall applications and on or around July 19th for Spring applications, unless the particular collective bargaining agreement is due to expire; in this case, the deadline becomes June 30th. One copy of the application form must go to OSC while one copy remains in the employee's tuition reimbursement file.

Failure to submit approved applications to OSC by the established deadline may result in the reallocation of these obligated monies to other tuition reimbursement program participants **or non-payment of the application**. In cases where administrative exceptions are requested to pay applications not meeting current guidelines for payment, the employee should contact their bargaining unit (union) and then the union will contact OLR (Office of Labor Relations). If the union and OLR agree that the employee should be reimbursed due to extraordinary circumstances, OLR will provide OSC with a written agreement between the union and OLR. If the union and OLR do not agree, the employee should be advised, they will not be reimbursed.

The complete packet of material is sent to the OSC Active and Pension Payroll Services Division, by email to: [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov). For questions regarding submitted applications contact OSC Tuition Reimbursement Coordinator at 860-702-3334.

### **Order of Payment**

#### **Employees covered by bargaining units requiring a Priority List:**

Employees in bargaining units that require a priority list are paid based on their relative position on the Priority List **and** payment is also contingent upon availability of funds. OSC will reimburse requests for applicants in proper order until the funds are exhausted or until the cut-off date is reached for paying all outstanding valid requests. Alternates will be considered at this point if funds are still available.

#### **Employees covered by bargaining units not requiring a Priority List:**

For employees in bargaining units that do not require a priority list, employees are paid on a first-come, first-served basis. That means that applications are paid by OSC as they are submitted and received until the funds are exhausted. OSC Priority Logs are not required for employees covered by the following bargaining units: NP-1, NP-4, NP-5, NP-6, P-1, P-3A, NP-8, Vo-Tech Teachers and Vo-Tech Administration.

#### **Other Employees exempt from collective bargaining:**

A priority list is not required for Confidential employees; these employees are paid at the discretion of the agency, through the agency payroll office, with agency funds.

### **Tips to Avoid Delays in Processing**

It is imperative that every employee who has submitted Form CO-101 also submits the required documentation in a timely manner as outlined in the Tuition Reimbursement Process. Employees should be accurate in completing the paperwork to avoid unnecessary delays in processing.

### **Tuition Reimbursement Payments**

OSC will keep an accounting of the funds available. Once funds are exhausted, agencies will be notified. TROs, in turn, will notify employees. Applications for the appropriate fiscal year should be submitted to OSC for processing when funds become available.

Upon completion of the audit process by OSC's Tuition Unit, the tuition reimbursement will be received in the employee's bi-weekly paycheck and identified as such on the paycheck stub.

### **Employees Covered by Expired Collective Bargaining Agreements**

Current practice concerning contracts that have not been settled has been to accept applications from bargaining unit employees subject to payment once the contract has been settled unless directed to the contrary. Therefore, employees should be advised to file applications as if the contract existed during the period between contracts to enhance their chances of receiving reimbursement. Payment is contingent upon the agreement reached by the state and the bargaining unit.

## **GENERAL TUITION REIMBURSEMENT GUIDELINES:**

***Important: These guidelines are to be used to address issues not specifically covered in collective bargaining agreements. If the contract is silent, the criteria contained within this document shall be adhered to as the criteria reflects the language agreed to at the time the original State of Connecticut Tuition Reimbursement Manual was developed in October 1988.***

### **Eligible Courses**

For many employees, courses must be (1) Job Related, (2) Upward-Mobility Related, or (3) An elective that is a part of a degree program. See Page 13 – “Glossary of Terms” for definitions of these three criteria.

### **Course Level**

Courses may be at the undergraduate or graduate level and for credit or non-credit. Courses may also be audited for a Pass or Satisfactory final grade.

### **When Courses May Be Taken**

Only courses outside of regularly scheduled hours of work will be considered for reimbursement. The exception is courses taken on approved leave time\* (a letter stating that approved leave time was approved and used should be attached to the application. Core-CT records showing a P-3B or P3A employee is on Sabbatical leave is also permitted). Work hours may also be adjusted to allow attendance consistent with agency operating needs. Refer to General letter No. 33 ([Email Template \(ct.gov\)](#))

Paid educational leave is granted with the provision that tuition will be the responsibility of the employee. Therefore, tuition reimbursement will not be applicable in these instances. Employees on unpaid educational leave or an educational leave with *partial* pay are eligible for tuition reimbursement.

### **Where Courses May Be Taken**

In general, courses are to be taken at fully accredited colleges or universities. Other schools providing trade instruction or special occupational training that are approved by the Department of Higher Education will be accepted. Correspondence courses, on-line courses or “colleges without walls”, preparation, and self-development programs may be taken but are subject to review by the TRO or the State Tuition Reimbursement Coordinator prior to the employee beginning the course of study.

It is important that employees review their collective bargaining agreement for tuition reimbursement benefits as some collective bargaining agreements require employees physically attend courses in order to be eligible for reimbursement under this program.

### **External Degree Programs**

***Reminder: This information pertains only to employees covered by collective bargaining agreements with no language concerning this topic and when the “Bargaining Unit Requirements” section of this Guide does not specify any additional restrictions.***

Employees may be reimbursed for payment of the initial enrollment fee, the fee for registration to take the examination, the fee for the actual examination, and the graduation fee (provided passing grades have been achieved). Bargaining unit credit limits, the maximum amount charged per credit, and the fiscal year maximums will apply. See the [OSC Website](#) for this information.

**Changes in Courses Affecting Eligibility**

All changes in classes being taken must be reported to the TRO immediately to assess the impact on eligibility. Particularly important are changes in the number of credits affecting the amount to be reimbursed and incompletes, withdrawals and failures that can preclude payment.

Applicants who are unable to complete work in the semester applied for must request an extension to the following semester and/or fiscal year. Timely notification may allow the funds to be released to other applicants.

**Non-Credit Courses/Seminars**

Non-credit courses and seminars may not be taken during work hours while using tuition reimbursement funds. Non-credit courses will be converted to equivalent number of credit(s) for the purpose of computing reimbursement. This includes courses taken through an Adult Education Program or similar program on an employee’s own time.

Length of Course, in hours	Equivalent Number of Credits
Less than 6 hours	Not eligible for reimbursement under this Program
6 – 14 hours	1
15 – 29 hours	2
30 – 44 hours	3
Each additional 12 hours	1 additional credit

A certificate of completion of the course from the institution or a letter on institutional letterhead from the instructor indicating the employee has completed the course is required.

If the employee is experiencing difficulty acquiring this information, they must inform the TRO for possible intervention with the institution.

**Items Covered by Tuition Reimbursement**

Refer to the specific collective bargaining agreement and/or Addendum B.

Unless stated differently in a collective bargaining agreement, reimbursement covers the cost of tuition, laboratory fees and community college service fees actually paid by the employee up to the maximum amount. As a general rule, fees for non-credit courses follow the same rules as those for credit courses.

**Note:** Laboratory fees may be referred to as “Applied Healthcare Fees”. Please refer to individual collective bargaining agreements for specific language to determine the maximum amount to be paid, percentages paid, etc., under this program.

**Items Not Covered by Tuition Reimbursement**

Fees such as insurance, breakage, and any other associated fees, or purchase of textbooks will NOT be reimbursed unless specifically provided for by contract.

**Evidence Required for Payment**

Tuition reimbursement will be paid when the employee provides evidence of completion of the authorized course(s) with a passing grade shown by a college grade report or by a letter of successful

completion from the instructor on institutional letterhead. A valid receipt of payment is required. A cost breakdown should be included with the application. See Addendum C for the current list of acceptable receipts.

### **Additional Regulations Regarding Payment**

Participation in this program will be limited to the funds made available by the approved collective bargaining agreement.

Payment will be made only if the employee is still employed by the State of Connecticut on the last day of class for each course completed. Refer to Addendum E – Frequently Asked Questions for a FAQ addressing leave of absence situation.

### **Incomplete Course(s)**

When a course status is listed as “incomplete” it will not be reimbursed until all coursework is complete and a grade is reported. Any work not completed will be carried over into the new fiscal year and must be completed within that fiscal year to qualify for reimbursement. In other words, for a collective bargaining agreement allowing a maximum of nine (9) credits per year, a 3-credit course taken but not completed in the current fiscal year (07-08) will be included in the total number of credits allowable in the following fiscal year (08-09). Therefore, an employee would only be allowed six (6) additional credits for fiscal year (08-09).

Reimbursement is paid at the tuition rate at the time of application and semester attending.

### **Permanent Employee Status**

Whether an employee must have permanent status to be eligible for tuition reimbursement may be specified in the individual collective bargaining agreement. Therefore, consult the individual collective bargaining agreement for language pertaining to eligibility for tuition reimbursement.

### **Reimbursement for Part-Time Employees**

Employees exempt from collective bargaining who work twenty (20) hours/week or more but less than a full-time schedule **ARE** eligible for tuition reimbursement. Consult individual collective bargaining agreement language for eligibility for tuition reimbursement for part-time employees within each bargaining unit.

### **Courses Beginning And/Or Ending After May 31 When Employees Cannot Obtain Grade Report**

Many proprietary schools, such as those offering computer or secretarial programs, are for one or two years' duration, not-for-credit, or a semester in length. In situations such as these, conversion similar to that used for non-credit courses should be used.

An attempt should be made to “fit” the program into the semester framework and submit separate application forms every term.

Before the February 1<sup>st</sup> and June 1<sup>st</sup> deadlines, the student should submit a letter from the institution or professor stating successful completion of that portion of the course. In addition, a receipt or letter showing payment for that same time period should be submitted.

## GLOSSARY OF TERMS

<b>Accredited Institution</b>	An institution of learning that has been granted approval by an appropriate regional or national accrediting agency after the school has met specific requirements and has been certified as meeting those standards. Suggested websites: <a href="#">CHEA Website</a> ; <a href="#">US Department of Education Database</a>
<b>Applied Healthcare Fee</b>	See "Laboratory Fee"
<b>Auditing a Course</b>	A situation in which a student enrolls in a course and completes it but does not receive a grade or academic credit; an audited course is converted to a credit system on the same basis as a non-credit course and a certificate of successful completion from the institution or a letter from the instructor stating participation in at least eighty percent (80%) of the classes is required.
<b>Application for Tuition Reimbursement (Form CO-101)</b>	The form that an employee completes and submits once they decide to take a course and obtains information on costs and course description from an educational institution. This form includes the employee's name, home address, employing agency's name and location, job title, bargaining unit code, name and address of educational institution, title of the course, number of credits and cost. Instructions appear on the application. Supplies of this form are maintained by the agency tuition reimbursement staff and are available on-line.
<b>Certificate Programs</b>	Specialized skills programs that may involve several courses that result in a certificate rather than a full degree. For example, a certificate in Web Page design requiring five courses over several months. These programs are usually non-degree programs.
<b>Collective Bargaining Unit Codes</b>	Codes that are used to identify the various bargaining units. See OSC Manual for this information. Refer to Addendum B.
<b>College Grade Report</b>	See "Transcript" Also refer to Addendum D.
<b>College without Walls</b>	Specialized degree-granting institutions designed for working adults. These programs utilize a combination of distance learning, College Level Examination Program (CLEP) testing, DANTES exams, and other ways of awarding college credit and allowing completion of degree requirements sometimes without the need to return to a college classroom. Charter Oak College is a good example of these types of institutions.
<b>Community College Service Fee</b>	One of the regularly scheduled fees that students pay at Connecticut Community Colleges.
<b>Continuing Education Units (CEUs)</b>	A measured unit in a recognized continuing education program. Often these are courses offered by colleges or others that are not for degree credit. Many professions require those licensed in the profession to take a certain number of continuing education hours each year. Some recognized programs can be found on the <a href="#">Search Results (ct.gov)</a> website.
<b>Correspondence Course</b>	A course taken at an institution that sends the materials to the student's home. Instruction may involve reading, practice of skills, review of video or audio tapes, review of study materials, and completion of test material.
<b>Credit Courses</b>	Credit courses refer to courses that carry college credit and can lead to a degree in various fields of study. Typically, courses are awarded three credits which represents a semester of work. Lab courses are often four credits to recognize the extra lab time. In this type of system, a Bachelor's degree usually requires a minimum of 120 college credits. Some colleges have alternate systems where courses receive only one credit and only 36 credits are required for a Bachelor's degree. Tuition reimbursement is based on the normal three credit/120-credit system. Alternate systems will require review and conversion.
<b>Educational Leave of Absence</b>	Leave from regular duties and responsibilities to enable an employee to receive technical training that should increase their proficiency in their position or be for other purposes that are in the best interest of the State; may be with pay, with partial pay, or without pay; may be granted to: gain advanced knowledge into

	new trends or techniques, increase the professional capacity of the employee and agency, keep abreast of new developments in a rapidly-changing professional or technical field, provide needed refresher study, or permit special training in key occupations for which personnel are in short supply. See collective bargaining agreements for specific language and <a href="#">General Letter No. 33</a> for more information.
<b>Elective Courses</b>	Courses considered as optional to a degree program. These courses are reimbursable if they are taken as part of a degree program.
<b>Enrollment Fee</b>	An initial fee paid to external degree program institutions such as Charter Oak College that covers such items as first year academic advisement services, evaluation and recording of transfer credits.
<b>Examination Fee</b>	A fee paid to a testing agency providing an examination administered for External Degree Programs such as Charter Oak College. This exam is in lieu of coursework and a passing score results in college credit.
<b>External Degree Program</b>	See "College without Walls"
<b>Financial Aid</b>	A broad term incorporating all types of assistance a student might receive from an educational institution or foundation. The aid may take the form of grants, scholarships, tuition waivers or other tuition reductions which do not need to be repaid OR may take the form of student or other types of loans, which do need to be repaid. Financial aid that does not need to be repaid reduces the cost of the course charges it is intended to cover.
<b>Graduate</b>	A level of coursework usually offered by institutions of higher education beyond the Bachelor's degree level.
<b>Incomplete Course</b>	Course in which a student is not granted a grade because he/she did not complete the course within the original semester in which he/she enrolled; an incomplete course will not be reimbursed until all course work is completed and a grade is given; work not completed by the end of the fiscal year will be carried over into the new fiscal year with a maximum of 12 months from original start date of the course to complete coursework.
<b>Infrastructure Fee</b>	A fee charged by an educational institution to students for enhancements and improvements in infrastructure which benefit the students. An example of an improvement might be the addition of Internet access in classrooms.
<b>Job Related Courses</b>	Courses that result in increased knowledge and skill, aimed primarily at improving job performance, or enabling employees to keep up with developments in their occupational field. See IRS Guidelines to determine reportability. <a href="http://www.irs.gov">www.irs.gov</a>
<b>Laboratory Fee or Applied Healthcare Fee</b>	A fee paid for using equipment in certain classes.
<b>Library Fee</b>	A fee charged by an educational institution to students that allows use of library resources for academic work.
<b>Matriculated</b>	When a student is enrolled in a degree program at an accredited institution of higher education.
<b>Non-Accredited Institution</b>	An institution of learning that has not been granted approval by an official review board to indicate the school has met specific requirements and has been certified as meeting those standards. Employees completing coursework at a non-accredited institution may not be eligible for reimbursement. Agencies should consult with DAS for approval on a case-by-case basis.
<b>Non-Credit Courses</b>	Non-credit courses may be given at colleges or at other educational providers but are not designed or accredited to allow the awarding of college credit. These courses are equated to credit course reimbursement rates by determining the number of course hours and applying an approved conversion formula to determine the credits for payment. See Guidelines for conversion chart. Reimbursement may or may not be approved depending upon the provider.
<b>Non-Matriculated</b>	When a student is not enrolled in a degree program at an accredited institution of higher education.
<b>Non-Reportable</b>	A course or program of study that is exempt under IRS guidelines and need not



	be reported as income by the employer nor claimed as income by the employee when filing tax returns. (See IRS Website for complete criteria to designate “reportable” or “non-reportable” <a href="http://www.irs.gov">www.irs.gov</a> .)
<b>Non-Traditional Courses</b>	Courses given by specialized educational providers who often prepare students for special career exams such as paralegal, accounting, or engineering. The coursework is highly relevant to the work of the student but does not result in college credit. Non-traditional courses at non-traditional institutions, may be eligible for payment but must receive approval from the agency and/or the State Tuition Reimbursement Coordinator prior to registration.
<b>On-Line Course (distance learning)</b>	A course taken over the Internet that may be provided by a college or other educational provider. Consult collective bargaining agreements for eligibility.
<b>Preparation Course</b>	A course that prepares a student to take an examination for a professional license such as the Certified Public Accountant or Professional Engineer license or professional certification; this type of course must receive prior approval from the State Tuition Reimbursement Program Coordinators and include an explanation or documentation of the program.
<b>Priority List</b>	A compilation of priority logs submitted by agencies arranged by <b>approval date within the collective bargaining group</b> , used by the Office of the State Comptroller (OSC) to determine eligibility for reimbursement in selected bargaining units.
<b>Priority Log (<a href="#">Form CO-102</a>)</b>	A form completed by TRO for Tuition Reimbursement Program applicants by bargaining unit, semester, date <b>application approved by TRO</b> , number of courses, credits, and the amount anticipated for reimbursement that is sent by agencies to OSC when an application is received. The form is submitted electronically.
<b>Proof of Payment (Addendum C)</b>	A receipt or verifying document or documents that prove that the applicant paid for course(s) or course fees on a particular date. The best types of documents will provide a detailed description of the itemized charges and the form of payment. Please refer to Addendum C
<b>Registration Fee</b>	A fee paid to External Degree Program institutions such as Charter Oak College in order to register to take an exam for course credit.
<b>Reportable</b>	A course or program of study that is not exempt under IRS guidelines and must be reported as income by the employer and claimed as income by the employee when filing tax returns. (See IRS Website for complete criteria to designate “reportable” or “non-reportable” <a href="http://www.irs.gov">www.irs.gov</a> )
<b>Self-Development Course</b>	A personal development course that must be pre-approved by the State Tuition Reimbursement Program Coordinator; the application must include an explanation or documentation of the program and its relevance to the employee’s State job.
<b>Transcript</b>	Various forms of reporting that colleges use to notify students of the grades they have received in their courses. The grade report is rarely an official transcript and is used to report the grade to the student. The student can request a copy of their unofficial transcript showing the completion of all work up to the present time. The transcript records all work which the school is crediting toward the degree program the student is matriculating in. See “Evidence Required for Payment”.
<b>Tuition Reimbursement Officer (TRO) (Addendum A)</b>	The staff person in each agency who manages the tuition reimbursement program for employees. See listing of current TROs found in Addendum A.
<b>Tuition Reimbursement Program Acknowledgment (<a href="#">Form PERT-2</a>)</b>	A form or letter notifying the employee that the agency tuition reimbursement officer has received their application, that the application is properly filed, and that in order to complete the process, a number of documents or pieces of information will need to be submitted. The acknowledgement is not a decision that the cost of the course will be paid. It indicates that the employee appears to be eligible for reimbursement and that if funds are available and paperwork is submitted properly, the employee may be paid.
<b>Tuition Waiver</b>	A form of financial aid offered by many educational institutions to selected students in need. The waiver of tuition always reduces or eliminates the need

	for tuition reimbursement because the school is covering the cost of the course (or partially covering the cost of the course, as in a veteran's waiver).
<b>Undergraduate</b>	A level of college coursework usually offered by institutions of higher education at the Associate's or Bachelor's degree level.
<b>University Fee</b>	A fee paid by full-time students at UCONN and CSU institutions. This fee is reimbursable under the tuition reimbursement program, for certain bargaining units.
<b>Upward Mobility</b>	Course that will prepare an employee for promotional opportunities with State (of Connecticut) service.
<b>Vocational Training</b>	Trade instruction or special occupational training approved by the State Department of Higher Education; may be offered by public or private schools. Check the <a href="#">Office of Higher Education List of Approved Private Occupational Schools</a> .
<b>Vocational-Technical School Courses</b>	Adult Education courses offered by the State Department of Education vocational-technical school system to provide training to students in specific trades or occupations (for example, mechanics). Refer to the Connecticut <a href="#">Department of Education</a> website for information pertaining to adult education courses.



## ADDENDUM B

### Tuition Reimbursement Guidelines- Part 1 Union-Funded August 2018

<u>Bargaining Unit</u>	<u>Maximum Credits</u>	<u>Per Credit Undergrad. Limits</u>	<u>Per Credit Grad. Limits</u>	
* See Part 2 for additional guidelines.				
<b>NP-1</b>	State Police (07/01/15 - 06/30/18)	9/Semester	85% UConn Rate	85% UConn Rate
<b>NP-2</b>	Service/Maintenance (07/01/16 - 06/30/21)	N/A	75% UConn Rate	75% UConn Rate
<b>NP-3</b>	Clerical (07/01/16 - 06/30/21)	12/FY	75% UConn Rate	75% UConn Rate
<b>NP-4</b>	Correctional Officers (07/01/16 - 06/30/21)	18/FY	\$300.00 (Effective July 31, 2017)	\$400.00
<b>NP-5</b>	Protective Services (07/01/16 - 06/30/21)	75% tuition/books/related fees \$3000/FY		
<b>NP-6/P-1</b>	Health Care (07/01/16 - 06/30/21)	9/Semester	75% UConn Rate	75% UConn Rate
<b>NP-8</b>	Correctional Lts and Training Officers (07/01/16 - 06/30/21)	12/FY	75% UConn Rate	75% UConn Rate
<b>NP-9</b>	State Police Lts and Captains (07/01/16 - 06/30/21)	9/Semester	85% UConn Rate	85% UConn Rate
<b>P-2</b>	Social Services (07/01/16 - 06/30/21)	18/FY	UConn Rate (Effective July 31, 2017)	UConn Rate
<b>P-3A</b>	Education Admin. (07/01/16 - 06/30/21)	12/FY	75% UConn Rate	75% UConn Rate
<b>P-4</b>	Engineering (07/01/16 - 06/30/21)	16/FY	75% UConn Rate	75% UConn Rate
<b>P-5</b>	A & R (07/01/06 - 6/30/21)	12/FY	75% UConn Rate	75% UConn Rate
<b>P-3B</b>	Educ. Professionals (07/01/16 - 06/30/21)	18/FY	75% UConn Rate	75% UConn Rate
	Vo-Tech Teachers (07/01/16 - 06/30/21)	9/FY (or 135 hours)		
	Vo-Tech Admin. (07/01/16 - 06/30/21)	12/FY		

**Tuition Reimbursement Guidelines- Part 2**  
**Union-Funded**  
**August 2018**

**Guidelines**

- NP-1** Reimbursement for tuition, service fees and lab fees only. Distribution of tuition reimbursement will be to all eligible employees on an equal pro-rata basis.
- NP-2** Reimbursement for tuition, service fees and lab fees only. For non-credit courses, 100% of the cost of tuition, laboratory fees and community college service fees up to a maximum of 50% of the per credit rate for undergraduate and graduate courses at the University of Connecticut at Storrs.
- NP-3** Reimbursement for tuition, service fees and lab fees only. For other courses/programs, 50% reimbursement to a maximum of \$57.50/credit for undergraduate courses and \$72.50/credit for graduate courses. Non-credit courses will be converted to equivalent number of credits. For external degree programs, enrollment and examination fees up to six examinations/year covered by tuition reimbursement.
- NP-4** Reimbursement for tuition, service fees and lab fees only. For other courses/programs, 50% reimbursement to a maximum of \$150.00/credit for undergraduate courses and \$180/credit for graduate courses. Non-credit courses will be converted to equivalent number of credits. For external degree programs, enrollment and examination fees up to six examinations/year covered by tuition reimbursement.
- NP-5** 75% of tuition, books and related fees. Must go through Educational Review Committee.
- NP-6/ P-1** Any fees payable to the educational institution with the exception of books.
- NP-8** Reimbursement for tuition and fees. Includes distance learning courses. For other courses or programs, 50% of the per credit rate for undergraduate and graduate courses at the University of Connecticut in Storrs.
- NP-9** Reimbursement for tuition and lab fees only. Distribution of tuition reimbursement will be to all eligible employees on an equal pro-rata basis.
- P-2** Reimbursement for tuition and fees. No less than \$150 per credit for undergraduate or \$250 per credit for graduate. For other courses/programs, 50% reimbursement of the above rate. Non-credit courses will be converted to equivalent number of credits. For external degree programs, enrollment and examination fees up to six examinations/year covered by tuition reimbursement.
- P-3A** Reimbursement for tuition and fees. Includes distance learning courses. Maximum of three (3) graduate credits/semester, fees associated with continuing registration for doctor dissertation. Unexpended funds at end of fiscal year will be divided among eligible employees who have taken graduate courses during fiscal year up to a maximum of 100% of the per credit graduate rate at the University of Connecticut.
- P-4** Reimbursement for tuition and fees. Includes distance learning courses. Non-credit courses will be converted to equivalent number of credits.
- P-5** Reimbursement for tuition, and fees like community college service fees, university fees, state university general fees and lab fees.
- P-3B** Reimbursement for tuition and fees. Includes distance learning courses. Non-credit courses will be converted to equivalent number of credits.
- Vo-Tech Teachers.** Reimbursement for tuition only. Does not include fees of any kind, textbooks, or incidental expenses. Grade C or better for reimbursement.
- Vo-Tech Admin.** Reimbursement for tuition only. Approved short-term, non-credit courses up to \$550 and may include fees up to \$500 for Continuing Education Units.

## **ADDENDUM C**

### **Acceptable proof of payment documentation must include the following information:**

- Employee (Student) Name
- Name of College/University
- Amount of Payment Received by College/University (needs to show payment applied to students account, even if payment was made via student loan.)
- Breakdown of Costs: Tuition, Fees, Books, etc

### **Employees may obtain documentation for proof of payment via the:**

- Bursar's Office: documentation must include all required information (above) on official college/university letterhead.
- OR -
- Account Summary Page - many colleges/universities now offer students access to this document via the Internet. This document must include all of the above-required information.

### **The following items are NOT considered acceptable proof of payment:**

- Cancelled Checks
- Charge Card Statements

**ADDENDUM D**

**EMPLOYEE EDUCATIONAL RECORD**

The employee's educational record provides easy access to the status of an employee's tuition reimbursement application. Without having to review each application, a determination can be made as to the number of credits applied for in a given fiscal year or semester.

In addition, this record provides updated information of the educational development of an employee for upward mobility or promotional purposes.

To be maintained by agency TRO for each employee receiving tuition reimbursement.

The following chart shows the type of information that should be retained:

Year	Semester	Course Title	School	# of Credits	Approved?		Grade	Actual Total Cost	Amt. Reimb.	Date
					Yes	No				

## ADDENDUM E

### FREQUENTLY ASKED QUESTIONS

**Question #1: What does “payment on a first-come, first-served basis” mean?**

A: There are two answers depending on whether a priority list is prepared for the employee's bargaining unit. (Currently NP-3, NP-2, P-3B, P-4, and P-5 employees have a priority list and use the following process to determine what is meant by “first-come, first-served basis”). Applications for tuition reimbursement are to be submitted to the agency at least two weeks and not earlier than three months prior to the start of classes. Follow-up material must be in by the deadlines stated. The Office of the State Comptroller will pay tuition reimbursement for those on priority lists as they are received **based upon the semester of the course (first – summer; second – fall; third – spring) and in order of the date the application was approved by the employee's agency**. If monies are close to being depleted and applications reach the Office of the State Comptroller at the same time, **the date the application was approved will determine which application will be paid first**. On a specified date (usually August 1), the Office of the Comptroller will pay those applications received that appear on the “Alternate List” for payment.

For bargaining units without a priority list (NP-1, NP-4, NP-5, NP-6, NP-8, NP-9, P-1, P-2, P-3A) applications are paid as they are received by the Comptroller's Office.

**Question #2: Are Preparation Courses covered under the Tuition Reimbursement Program?**

A: Preparation and self-development courses, such as the Certified Public Accountant courses or language courses must receive prior approval by the State Tuition Reimbursement Coordinator. The application should include an explanation of or documentation for the program and its relevance to the employee's State job. It is important to note, however, that if the employee's collective bargaining agreement specifies non-credit classes are not eligible for reimbursement, then employees under the agreement will not be reimbursed for these expenses. If the contract is silent, employees will be reimbursed for these courses at the non-credit rate, undergraduate or graduate rate specified by the collective bargaining agreement. Rates of reimbursement are determined by the requirements of the program. For example, if program requires a Bachelor's degree or Life Experience is considered to be equivalent to a Bachelor's Degree, then the employee will be reimbursed at the graduate rate. If a Bachelor's degree is NOT required, then employee will be reimbursed at the undergraduate rate.

**Question #3: What if an employee changes bargaining units or agencies after applying for benefits under the Tuition Reimbursement Program?**

A: An employee who begins a course while in one bargaining unit but during the duration of the course is promoted or transferred into another job (and thereby another bargaining unit) is still eligible for tuition reimbursement if funds are available in the new bargaining unit. The original date of application will be used to determine priority. The new bargaining unit's account will be charged for the reimbursement of the course(s). If the employee becomes a confidential employee, the reimbursement is from the agency's budget based on tuition reimbursement program guidelines for the collective bargaining agreement of the union most closely affiliated with the employee's (Confidential) position. The exception is an employee entering the NP-5 Protective Services unit. For this bargaining unit, in addition to submitting the CO-101 to the TRO, the employee must complete the CPFU Tuition Reimbursement Application Form and submit it to the Connecticut Police and Fire Union.

In general, the employee's new bargaining unit (or agency) should process the application.

**Question #4: Is an employee who resigns or otherwise terminates their employment with the State of Connecticut eligible for Tuition Reimbursement Program benefits?**

A: An employee must be employed by the State of Connecticut on the LAST DAY of classes to be eligible to receive reimbursement.

**Question #5: How is the level of a Professional Development Seminar or other course determined if not specified by the degree program?**

A: If the Professional Development Seminar or other course that is not specified by the degree program requires a bachelor's degree as a prerequisite, it will be considered to be at the graduate level. If it does not require a degree it will normally be considered undergraduate. If the institution can show that it is a graduate course an exception can be made.

**Question #6: How do you determine if the employee should be reimbursed at the undergraduate or graduate level in situations where the institution charges graduate rates but the course is listed as undergraduate in the catalog?**

A: In a college program for credit, the level of the course will be determined by whether the student obtains graduate credit in the program of study. If a student must take an undergraduate course as a prerequisite for the graduate program but obtains no graduate credit toward the degree, the course will be covered at the **undergraduate** level, even if the school charges the graduate rate. However, if the student takes an undergraduate course, receives graduate credit, and is charged the graduate rate then the student should receive **graduate** rate reimbursement.

**Question #7: Is there a conversion chart for non-credit courses/seminars?**

A: Yes. The following chart explains the conversion breakdown.

Hrs./Course	# Credits	Hrs./Course	# Credits	Hrs./Course	# Credits
6 – 14	1	80	6	140	11
15 – 29	2	92	7	152	12
30 – 44 *	3	104	8	164	13
56	4	116	9	176	14
68	5	128	10	188	15

\* Each additional 12 hours after 44 hours equals one additional credit.

**Question #8: If an employee is enrolled in an External Degree Program and has been approved for a short-term loan from the institution to cover the enrollment fee, is the employee reimbursed for this fee?**

A: The employee may be reimbursed for any enrollment fee (or portion thereof) that they have actually paid. For example, if payments are spread over three installments, the employee may apply for reimbursement after each payment has been made. If payments are made in different semesters, the reimbursement will also be made in different semesters.

**Question #9: Is there a “general rule of thumb” for timely filing under the Tuition Reimbursement Program?**

A: Yes. The generally accepted practice is that applications may be filed between three months and two weeks prior to the start of the course(s). Some bargaining unit contracts require applications to be filed at least two (2) weeks prior to the start of the course. A two-day grace period is allotted for applications submitted via Interdepartmental Mail in order to determine whether the employee filed timely. If the application was submitted via First Class Mail, the TRO uses the postmark date as the date of submittal. If a copy of the application form is sent to the TRO via FAX, the date of receipt on the material received via FAX is used as the application date. (In this case, the employee must submit the original application form along with the FAX Transmittal Sheet to the TRO immediately upon sending the information via FAX.) Effective July 1, 2016, late applications will not be accepted except in emergency situations supported by appropriate documentation. Agency TRO's must submit documentation mitigating the late application to DAS for approval. An employee waiting for approval to take a course or experiencing difficulty from an educational institution should be advised to submit their tuition reimbursement application at least two (2) weeks prior to the start of the course and provide documentation of acceptance to the course upon receipt but prior to the end of the course. If the course is not accepted by the educational institution, the employee must notify their Agency TRO and withdraw their tuition reimbursement application. There may be some variation\* to this step in the process; refer to specific collective bargaining agreements to ensure applicability. The employee may register for course(s) prior to TRO's review, but reimbursement cannot be guaranteed.

**Question #10: Under several employee contracts, the maximum amount allowed per credit hour is listed as 75% of the UCONN rate. What is this amount and how is it delivered?**

A: Each semester or year, UCONN publishes the tuition rates it charges for in-state graduate and undergraduate students at the Storrs campus. The state will obtain these rates and use these rates to determine the maximum allowable limits for reimbursement for these bargaining units.

B: Each employee who attends UCONN Master program will be reimbursed 75% of the paid rate.

**Question #11: How do you calculate the recommended reimbursement for a student who receives veteran's tuition waiver benefits?**

A: Employees who have received financial aid must report this on their tuition reimbursement application. The amount of reimbursement paid will be calculated on the amount of money the applicant actually had to pay (the amount of aid will be deducted).

**Question #12: If I put more than one course on the same tuition reimbursement application and don't finish all of them by the end of the semester and receive a grade of incomplete, can I submit reimbursement documentation for the courses I finished?**

A: Yes, provided courses are completed within twelve (12) months from the start date. Submit your grade(s), receipt, and CO-101 form as outlined in this manual to your agency's TRO. He or she will make a copy of your original application to attach to your reimbursement documentation for those courses that you completed. At the time the incomplete is received you should request an extension to complete work on that course and indicate when the course will be completed. The TRO will then move the incomplete course to the semester where it will be completed. Typically, this should be the following semester. When you finish the course in which you received a grade of incomplete, submit your reimbursement materials per the usual procedure. Your TRO will use your original application when processing the paper work for your outstanding class.

**Question #13: How is a semester determined?**

The semester is determined by the accredited school in which the student attends, regardless of the course end date. For example, if the course ends in June and the school determines the semester as Spring, then OSC will record the semester as spring and all credits will be counted toward the associated semester. However, If the school does not specify the semester on the grade report, the semester will be determined by the course end date, and OSC will record the semester as Summer).

**Question #14: How are the credits calculated?**

Most bargaining units allow for a specific number of credits per year for each employee. These credits accumulate on a 12-month basis, corresponding with the fiscal year beginning July 1, 2023 – June 30, 2024. All credits for Spring courses are counted toward the current fiscal year. Summer and Fall courses are counted toward the next fiscal year July 1, 2024 – June 30, 2025.

**Question #15: Can an employee receive tuition reimbursement for a class that was finished while the employee was on a leave of absence?**

The Comptrollers' Officer will reimburse tuition through union funds when an employee, who is otherwise eligible for tuition reimbursement:

1. is actively employed before the class begins and returns to work before the class ends;
2. is actively employed before the class begins but remains absent from work on an approved leave after the class ends; and
3. is on an approved leave when the class begins but returns to work after the class ends.

An employee who is on unpaid leave when the class begins and ends will not be reimbursed for the class, except when the employee is on an approved educational leave and has a signed intent to return to work on file.



## Addendum F

### Reference Chart UCONN Rates

**To:** Tuition Reimbursement Officers

**From:** Office of the State Comptroller  
Tuition Reimbursement Unit

**Telephone:** (860) 702-3334

**Date:** August 13, 2024

**Subject:** **Tuition Reimbursement Rates for P-5, NP-1, NP-9, NP-2, P-2, NP-6 and P-1 Bargaining Units**

The current contracts for P-5, NP-2, NP-6 and P-1 employees specify that the maximum reimbursement rate is 75% of the per credit rate for undergraduate and graduate courses at the University of Connecticut at Storrs. The reimbursement rate for NP-1 and NP-9 employees is 85% of the per credit rate for undergraduate and graduate courses at the University of Connecticut at Storrs. The reimbursement rate for P-2 employees is 100% of the per credit rate at the University of Connecticut at Storrs.

Below are the 75% and 85% calculated rates for Summer 2024. They remain unchanged from the Spring 2024 rates.

<u>Credits</u>	<u>Undergraduate</u>	<u>@75%</u>	<u>@85%</u>	<u>Graduate</u>	<u>@75%</u>	<u>@85%</u>
1	\$681.00	\$510.75	\$578.85	\$1047.00	\$785.25	\$889.95
2	\$1362.00	\$1021.50	\$1157.70	\$2094.00	\$1570.50	\$1779.90
3	\$2043.00	\$1532.25	\$1736.55	\$3141.00	\$2355.75	\$2669.85
4	\$2724.00	\$2043.00	\$2315.40	\$4188.00	\$3141.00	\$3559.80
5	\$3405.00	\$2553.75	\$2894.25	\$5235.00	\$3926.25	\$4449.75
6	\$4086.00	\$3064.50	\$3473.10	\$6282.00	\$4711.50	\$5339.70
7	\$4767.00	\$3575.25	\$4051.95	\$7329.00	\$5496.75	\$6229.65
8	\$5448.00	\$4086.00	\$4630.80	\$8376.00	\$6282.00	\$7119.60
9	\$6129.00	\$4596.75	\$5209.65	\$9417.00	\$7062.75	\$8004.45
10	\$6810.00	\$5107.50		*	*	
11	\$7491.00	\$5618.25		*	*	
12	\$8172.00	\$6129.00		*	*	

\*Graduate rates at the University of Connecticut remain the same after nine credits.

Note that the Health Care bargaining units are eligible for tuition reimbursement to a maximum of nine credits per semester.

If you have any questions, please contact the Tuition Reimbursement Unit at [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov) or (860) 702-3334.

**To:** Tuition Reimbursement Officers

**From:** Office of the State Comptroller  
Tuition Reimbursement Unit

**Telephone:** (860) 702-3334

**Date:** August 13, 2024

**Subject: Tuition Reimbursement Rates for P-3A, P-3B, P-4 and NP-8 Bargaining Units**

The current contracts for P-3A, P-3B, P-4, and NP-8 employees specify that the maximum reimbursement rate is 75% of the per credit rate, including fees, for undergraduate and graduate courses at the University of Connecticut at Storrs.

Below are the 75% calculated rates, including fees for Summer 2024. They remain unchanged from the Spring 2024 rates.

<u>Credits</u>	<u>Undergraduate</u>	<u>Fees</u>	<u>@ 75%</u>	<u>Graduate</u>	<u>Fees</u>	<u>@ 75%</u>
1	\$681.00	\$393.00	\$805.50	\$1047.00	\$520.00	\$1175.25
2	\$1362.00	\$393.00	\$1316.25	\$2094.00	\$520.00	\$1960.50
3	\$2043.00	\$393.00	\$1827.00	\$3141.00	\$520.00	\$2745.75
4	\$2724.00	\$393.00	\$2337.75	\$4188.00	\$520.00	\$3531.00
5	\$3405.00	\$785.00	\$3142.50	\$5235.00	\$942.00	\$4632.75
6	\$4086.00	\$785.00	\$3653.25	\$6282.00	\$942.00	\$5418.00
7	\$4767.00	\$785.00	\$4164.00	\$7329.00	\$942.00	\$6203.25
8	\$5448.00	\$785.00	\$4674.75	\$8376.00	\$942.00	\$6988.50
9	\$6129.00	\$785.00	\$5185.50	\$9423.00	\$942.00	\$7773.75
10	\$6810.00	\$785.00	\$5696.25	*	*	*
11	\$7491.00	\$785.00	\$6207.00	*	*	*
12	\$8172.00	\$785.00	\$6717.75	*	*	*

\*Graduate rates at the University of Connecticut remain the same after nine credits.

Note that P-3B employees are eligible to a maximum of nine credits per fiscal year. Effective July 1, 2022, the maximum number of credits will increase to eighteen per fiscal year.

If you have any questions, please contact the Tuition Reimbursement Unit at [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov) or (860) 702-3334.

**To:** Tuition Reimbursement Officers

**From:** Office of the State Comptroller  
Tuition Reimbursement Unit

**Telephone:** (860) 702-3334

**Date:** August 13, 2024

**Subject:** **Tuition Reimbursement Rates for P-5, NP-1, NP-9, NP-2, P-2, NP-6 and P-1 Bargaining Units**

The current contracts for P-5, NP-2, NP-6 and P-1 employees specify that the maximum reimbursement rate is 75% of the per credit rate for undergraduate and graduate courses at the University of Connecticut at Storrs. The reimbursement rate for NP-1 and NP-9 employees is 85% of the per credit rate for undergraduate and graduate courses at the University of Connecticut at Storrs. The reimbursement rate for P-2 employees is 100% of the per credit rate at the University of Connecticut at Storrs.

Below are the 75% and 85% calculated rates for Fall 2024 and Spring 2025.

<u>Credits</u>	<u>Undergraduate</u>	<u>@75%</u>	<u>@85%</u>	<u>Graduate</u>	<u>@75%</u>	<u>@85%</u>
1	\$709.00	\$531.75	\$602.65	\$1084.00	\$813.00	\$921.40
2	\$1418.00	\$1063.50	\$1205.30	\$2168.00	\$1626.00	\$1842.80
3	\$2127.00	\$1595.25	\$1807.95	\$3252.00	\$2439.00	\$2764.20
4	\$2836.00	\$2127.00	\$2410.60	\$4336.00	\$3252.00	\$3685.60
5	\$3545.00	\$2658.75	\$3013.25	\$5420.00	\$4065.00	\$4607.00
6	\$4254.00	\$3190.50	\$3615.90	\$6504.00	\$4878.00	\$5528.40
7	\$4963.00	\$3722.25	\$4218.55	\$7588.00	\$5691.00	\$6449.80
8	\$5672.00	\$4254.00	\$4821.20	\$8672.00	\$6504.00	\$7371.20
9	\$6381.00	\$4785.75	\$5423.85	\$9756.00	\$7317.00	\$8292.60
10	\$7090.00	\$5317.50		*	*	
11	\$7799.00	\$5849.25		*	*	
12	\$8508.00	\$6381.00		*	*	

\*Graduate rates at the University of Connecticut remain the same after nine credits.

Note that the Health Care bargaining units are eligible for tuition reimbursement to a maximum of nine credits per semester.

If you have any questions, please contact the Tuition Reimbursement Unit at [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov) or (860) 702-3334.

**To:** Tuition Reimbursement Officers

**From:** Office of the State Comptroller  
Tuition Reimbursement Unit

**Telephone:** (860) 702-3334

**Date:** August 13, 2024

**Subject: Tuition Reimbursement Rates for P-3A, P-3B, P-4 and NP-8 Bargaining Units**

The current contracts for P-3A, P-3B, P-4, and NP-8 employees specify that the maximum reimbursement rate is 75% of the per credit rate, including fees, for undergraduate and graduate courses at the University of Connecticut at Storrs.

Below are the 75% calculated rates, including fees for Fall 2024 and Spring 2025.

<u>Credits</u>	<u>Undergraduate</u>	<u>Fees</u>	<u>@ 75%</u>	<u>Graduate</u>	<u>Fees</u>	<u>@ 75%</u>
1	\$709.00	\$1191.00	\$1425.00	\$1084.00	\$942.00	\$1519.50
2	\$1418.00	\$1191.00	\$1956.75	\$2168.00	\$942.00	\$2332.50
3	\$2127.00	\$1191.00	\$2488.50	\$3252.00	\$942.00	\$3145.50
4	\$2836.00	\$1191.00	\$3020.25	\$4336.00	\$942.00	\$3958.50
5	\$3545.00	\$1191.00	\$3552.00	\$5420.00	\$942.00	\$4771.50
6	\$4254.00	\$1191.00	\$4083.75	\$6504.00	\$942.00	\$5584.50
7	\$4963.00	\$1191.00	\$4615.50	\$7588.00	\$942.00	\$6397.50
8	\$5672.00	\$1191.00	\$5147.25	\$8672.00	\$942.00	\$7210.50
9	\$6381.00	\$1191.00	\$5679.00	\$9756.00	\$942.00	\$8023.50
10	\$7090.00	\$1191.00	\$6210.75	*	*	*
11	\$7799.00	\$1191.00	\$6742.50	*	*	*
12	\$8505.00	\$1191.00	\$7272.00	*	*	*

\*Graduate rates at the University of Connecticut remain the same after nine credits.

Note that P-3B employees are eligible to a maximum of nine credits per fiscal year. Effective July 1, 2022, the maximum number of credits will increase to eighteen per fiscal year.

If you have any questions, please contact the Tuition Reimbursement Unit at [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov) or (860) 702-3334.

**To:** Tuition Reimbursement Officers

**From:** Office of the State Comptroller  
Tuition Reimbursement Unit

**Telephone:** (860) 702-3334

**Date:** August 13, 2024

**Subject:** **Tuition Reimbursement Rates for P-3A, P-3B, P-4, P-5, NP-2, NP-8, P-2, NP-8, NP-6 and P-1 Bargaining Unit Employees Attending Law School**

The current contracts for P-5, NP-2, NP-6 and P-1 employees specify that the maximum reimbursement rate is 75% of the per credit rate for undergraduate and graduate courses at the University of Connecticut at Storrs. The reimbursement rate for P-3A, P-3B, P-4 and NP-8 employees is 75% of the per credit rate, including fees, for undergraduate and graduate courses at the University of Connecticut at Storrs. The reimbursement rate for P-2 employees is 100% of the per credit rate at the University of Connecticut at Storrs.

Below are the 75% calculated rates for employees taking Law School graduate courses during the Summer 2024 semester. The charges for Law School Summer courses are fees only.

<u>Credits</u>	<u>Graduate</u>	<u>@75%</u>
1	\$1112.00	\$834.00
2	\$2224.00	\$1668.00
3	\$3336.00	\$2502.00
4	\$4448.00	\$3336.00
5	\$5560.00	\$4170.00
6	\$6672.00	\$5004.00
7	\$7784.00	\$5838.00
8	\$8896.00	\$6672.00
9	\$10008.00	\$7506.00
10	\$11120.00	\$8340.00
11	\$12232.00	\$9174.00
12	\$13344.00	\$10008.00

Note that the Health Care bargaining units are eligible for tuition reimbursement to a maximum of nine credits per semester. P-3B employees are eligible to a maximum of nine credits per fiscal year. Effective July 1, 2022, the maximum number of credits for P-3B will increase to eighteen per fiscal year.

If you have any questions, please contact the Tuition Reimbursement Unit at [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov) or (860) 702-3334.

**To:** Tuition Reimbursement Officers

**From:** Office of the State Comptroller  
Tuition Reimbursement Unit

**Telephone:** (860) 702-3334

**Date:** August 13, 2024

**Subject:** **Tuition Reimbursement Rates for P-5, NP-2, P-2, NP-6 and P-1 Bargaining Unit Employees Attending Law School**

The current contracts for P-5, NP-2, NP-6 and P-1 employees specify that the maximum reimbursement rate is 75% of the per credit rate for undergraduate and graduate courses at the University of Connecticut at Storrs. The reimbursement rate for P-2 employees is 100% of the per credit rate at the University of Connecticut at Storrs.

Below are the 75% calculated rates for employees taking Law School courses during the Fall 2024 and Spring 2025 semesters.

<u>Credits</u>	<u>Graduate</u>	<u>@75%</u>
1	\$1265.00	\$948.75
2	\$2530.00	\$1897.50
3	\$3795.00	\$2846.25
4	\$5060.00	\$3795.00
5	\$6325.00	\$4743.75
6	\$7590.00	\$5692.50
7	\$8855.00	\$6641.25
8	\$10120.00	\$7590.00
9	\$11385.00	\$8538.75
10	\$12650.00	\$9487.50
11	\$13915.00	\$10436.25
12	\$15177.00	\$11382.75

Note that the Health Care bargaining units are eligible for tuition reimbursement to a maximum of nine credits per semester.

If you have any questions, please contact the Tuition Reimbursement Unit at [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov) or (860) 702-3334.

**To:** Tuition Reimbursement Officers

**From:** Office of the State Comptroller  
Tuition Reimbursement Unit

**Telephone:** (860) 702-3334

**Date:** August 13, 2024

**Subject:** **Tuition Reimbursement Rates for P-3A, P-3B, P-4 and NP-8 Bargaining Unit Employees Attending Law School**

The current contracts for P-3A, P-3B, P-4 and NP-8 employees specify that the maximum reimbursement rate is 75% of the per credit rate, including fees, for undergraduate and graduate courses at the University of Connecticut at Storrs.

Below are the 75% calculated rates for employees taking Law School courses during the Fall 2024 and Spring 2025 semesters.

<u>Credits</u>	<u>Graduate</u>	<u>Fees</u>	<u>@ 75%</u>
1	\$1265.00	\$392.00	\$1242.75
2	\$2530.00	\$392.00	\$2191.50
3	\$3795.00	\$392.00	\$3140.25
4	\$5060.00	\$392.00	\$4089.00
5	\$6325.00	\$392.00	\$5037.75
6	\$7590.00	\$392.00	\$5986.50
7	\$8855.00	\$392.00	\$6935.25
8	\$10120.00	\$392.00	\$7884.00
9	\$11385.00	\$392.00	\$8832.75
10	\$12650.00	\$392.00	\$9781.50
11	\$13915.00	\$392.00	\$10730.25
12	\$15177.00	\$392.00	\$11676.75

Note that P-3B employees are eligible to a maximum of nine credits per fiscal year. Effective July 1, 2022, the maximum number of credits will increase to eighteen per fiscal year.

If you have any questions, please contact the Tuition Reimbursement Unit at [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov) or (860) 702-3334.

## **ADDENDUM G**

### ***NON-TRADITIONAL INSTITUTIONS, COURSES AND SEMINARS APPROVED FOR THE STATE TUITION REIMBURSEMENT PROGRAM***

1. Most non-traditional schools offer professional development needed by various professions to maintain certification. Usually, the coursework is not for credit but for CEU's or CEC's. Some exceptions to this general rule are external degree programs like Charter Oak College that grant actual college credits but offer alternate ways of obtaining the credit than traditional classrooms. Additionally, the Office of Higher Education (OHE) licenses private occupational schools in Connecticut. Any private occupational school that is licensed by OHE that provides relevant educational programs meeting other requirements of tuition reimbursement will be considered an approved non-traditional provider. The website address for the State of Connecticut Office of Higher Education listing of approved schools is as follows: [Searchable Databases \(ct.gov\)](#)

Some additional websites which may be of assistance are as follows:

- ❖ Council for Higher Education Accreditation: [www.chea.org](http://www.chea.org)
  - ❖ U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs: <http://ope.ed.gov/accreditation/Search.aspx>
  - ❖ Department of Consumer Protection Continuing Education for Occupational and Professional Licenses: [Search Results \(ct.gov\)](#)
2. If the non-traditional educational institution does not appear on the State of Connecticut Department of Higher Education website, eligibility will be determined on a case-by-case basis by the Agency TRO and/or the OSC Tuition Reimbursement Coordinator. The OSC Tuition Reimbursement Coordinator may be reached via email at [osc.tuition@ct.gov](mailto:osc.tuition@ct.gov).



## ADDENDUM H

### TUITION REIMBURSEMENT PROGRAM FORMS

**CO-101**      **Application for Tuition Reimbursement**  
[CO-101.pdf \(ct.gov\)](#)

**DAS TR-2 (formerly PERT-2)**  
**Tuition Reimbursement Program Acknowledgment/Authorization**  
[TUITION REIMBURSEMENT AUTHORIZATION \(ct.gov\)](#)

**Tuition Reimbursement Priority Log**  
**Contact agency CoreCT liaison to complete CO-1092**

**CPFU Form**      **Connecticut Police and Fire Union**  
**Tuition Reimbursement Application Form**  
[www.cpfu.org/cpfu\\_wp/training-tuition-committee](http://www.cpfu.org/cpfu_wp/training-tuition-committee)