

## Employee Tuition Assistance Request Form

If you would like to access the Five Colleges, Incorporated Tuition Assistance Policy, please complete this form and submit it to your Supervisor and the Executive Director well in advance of the start of the course you would like to take. At this time, tuition assistance is available only at the University of Massachusetts Amherst for regular courses excluding continuing education, University Without Walls (UWW), graduate and summer classes

### POLICY

#### N. Tuition Policy

*Five Colleges, Incorporated recognizes the desirability of helping its employees further their education and is willing to provide tuition assistance according to the following guidelines:*

#### 1.) Courses for Employees

*This benefit is not available to employees until they have been an employee for at least six (6) consecutive months, but the waiting period can be waived by the Executive Director at her or his sole discretion. Regular part-time employees receive this benefit on a pro-rated basis.*

*The employee must receive approval, in advance, from his/her supervisor, if courses are taken during the work day. Courses taken should normally be job-related or required for a degree; courses not in these two (2) categories must be approved as exceptions by the Executive Director.*

*Employees may apply to the Executive Director for a tuition waiver for courses at the University are related to completion of a degree. If the course is offered only during normal working hours, the individual may be given time off to take the course, but must make up the time through arrangements with his/her supervisor.*

### EMPLOYEE REQUEST

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date at FCI: \_\_\_\_\_

Date Course Begins: \_\_\_\_\_

Date Course Ends: \_\_\_\_\_

Course Number, Title and brief description: \_\_\_\_\_

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Day(s)/Time Course Meets: \_\_\_\_\_

Times absent from work (including travel time): \_\_\_\_\_

Plan to make up time if the course meets during the normal work schedule of the employee:

\_\_\_\_\_  
\_\_\_\_\_

I am requesting the following waiver approval from the Executive Director  
(check all that apply to your course request)

- To waive 6-month waiting period
- If course takes place during the business day
- If course is not job-related
- If course is not degree-related

APPROVALS

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Executive Director Date

Comments (for specific limitations, plan to make up work, or if approval is not granted):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To process: If the request is approved, employee should request UMass Tuition form from the Business Office and submit it to Treasurer, along with this form. Business Office will send to UMass and you should receive your UMass-approved copy in the mail.