



## **Chimes Foundation Tuition Reimbursement Announcement**

Are you interested in taking college courses? You may be eligible for tuition and fees reimbursement through the program sponsored by the Chimes Foundation.

### **HOW MUCH SUPPORT IS AVAILABLE?**

Reimbursement for tuition and fees may be made up to the rate of **\$2010 per course** for a maximum of three (3) courses per Chimes fiscal year. The expectation is that employees will take no more than one course at a time.

The Chimes Family of Services encourages employees to apply for financial aid through government, school, and private funding sources. For approved courses which meet Chimes criteria for which outside funding is secured, Chimes may reimburse the cost of textbooks.

### **WHAT KINDS OF CLASSES/PROGRAMS ARE ELIGIBLE?**

Reimbursement for tuition and fees for Foundation Tuition Reimbursement for eligible full time employees focuses on courses, certificate programs, and degrees at accredited institutions that:

- Support Chimes strategic initiatives and emerging priorities, including talent management and the growth of our future leadership, or
- Are required for an employee to maintain a job-related professional certificate or license regulated by the State licensing board.

### **WHO CAN APPLY?**

To be eligible to apply for reimbursement for tuition and fees for courses which support Chimes strategic initiatives or emerging priorities, full time employees must meet the following tenure requirements:

- For courses which will improve performance in the employee's current position, the employee must have completed his/her four-month orientation period in good standing.
- For courses which will contribute to the employee's ability to be promoted or to transfer within the agency, the employee must have successfully completed one (1) year of employment.
- For courses that are required to maintain job-related professional certification, the employee must have successfully completed one (1) year of employment.

## **WHAT IS THE DEADLINE?**

There are three deadlines each year:

- August 1 for fall classes
- December 1 for spring classes
- April 1 for summer classes

## **HOW WILL THE SELECTION BE MADE?**

The selection of awardees is made by Corporate Human Resources based on the match to Chimes needs, the applicant's academic performance and demonstrated workplace success, and the anticipated availability of funds. Transcripts from past educational experiences may be required.

Applications must include the recommendations of the staff member's supervisor and subsidiary Chief Operating Officer.

## **HOW CAN STAFF APPLY?**

The application, which is available in the Forms Directory, may be submitted by email to Debra Johnson, Director of Benefits, at [debra.johnson@chimes.org](mailto:debra.johnson@chimes.org) no later than the deadline for the term of the course in question.

## **HOW IS THE MONEY PAID?**

To qualify for 100% reimbursement, the course must be completed with the grade of A or B. For undergraduate courses, the grade of C will result in a 70% reimbursement. No reimbursement will be made for grades less than C for undergraduate or B for graduate courses. If the certificate program uses pass/fail grading, a pass will be required for reimbursement.

If the request for tuition reimbursement is approved, upon completion of the course the employee must submit the following documents to the Training and Staff Development Manager within sixty (60) days of completion of the course in order to obtain payment:

1. A copy of the grade slip for the course.
2. A copy of the course registration form to confirm tuition costs and fees.
3. Verification of payment of fees.

If the employee leaves Chimes within two (2) years of the course completion date, the amount of tuition and fees (or textbook) award must be repaid to Chimes.

**QUESTIONS?** Contact Debra Johnson, Director of Benefits, at [debra.johnson@chimes.org](mailto:debra.johnson@chimes.org).