



Tuition Reimbursement Frequently Asked Questions

The following information references the UW-Whitewater Employee Tuition Reimbursement Policy, which can be found on the UW-Whitewater Policies and Procedures Catalog under Human Resources:

<https://www.uww.edu/policies#300---human-resources>

and on the Academic Affairs Resources Page: <https://www.uww.edu/acadaff/resources>

1. *Who is eligible for reimbursement?*

University of Wisconsin Employees must be employed for one year or more and have a 50% or greater appointment to be eligible for reimbursement. University Staff, Academic Staff, Faculty and Limited employees are eligible. University Staff Temporary Employees and Student Employees are not eligible.

2. *How do I apply for reimbursement?*

All applications are processed through the Employee Tuition/Fees Reimbursement Form: Qualtrics Survey Link (https://uwwhitewater.col.qualtrics.com/jfe/form/SV_cAcjoddQf2CY4S2).

3. *When can I apply for reimbursement?*

You can apply anytime before the start of the term. Per UWW and Universities of Wisconsin policies, your application for reimbursement must be received **before** the start of the course term.

4. *When can I be reimbursed?*

Reimbursement occurs after the course is complete. Proof of full payment of tuition and fees, as well as evidence of successful completion of the course, is required for processing your reimbursement. The Office of the Provost will reach out to approved individuals to obtain these documents, and will then submit the reimbursement on behalf of the individual.

5. *Will the University pay my student bill directly?*

No. This is a *reimbursement* for tuition expenses related to the successful completion of the course. Proof of full payment of tuition and fees is required for processing your reimbursement.

6. *What grade is required for reimbursement?*

The Tuition Reimbursement Policy requires “successful completion” of the course. Successful completion is defined as a grade of C or better for an undergraduate course or a B or better for a graduate course.

7. *I am not planning to obtain a degree, can I still be reimbursed for courses I want to take?*
Pursuing a degree is not a requirement for reimbursement. As long as you are eligible and take the course at UW-Whitewater, you can be reimbursed for tuition and fees.
8. *Can I be reimbursed for a course I want to take at my local Technical College?*
No. Employees are only eligible for reimbursement for courses taken at UW-Whitewater. You cannot be reimbursed for courses taken at another institution.
9. *I am enrolling in the Doctorate of Business Administration Program (DBA). Can I be reimbursed for the entire tuition and fees?*
Per the Tuition Reimbursement Policy, reimbursement for coursework in the DBA program is limited to the current rate of the Master of Business Administration program.
10. *The Policy says I can receive reimbursement for up to 5 credits per term. Can I take one three credit class and one two credit class each semester?*
The Tuition Reimbursement Policy does not preclude you from taking additional courses in a term, but you will only be reimbursed for one course per term. This single course can be any number of credits, with a maximum of five credits. You must meet eligibility and satisfactory completion requirements.
11. *How many classes can I be reimbursed for?*
You can be reimbursed for one course per term: Fall, Winterim, Spring and Summer.
12. *I have requested reimbursement for a course fall semester, can I be reimbursed for a course in spring term also?*
Yes. You can be reimbursed for a course per term, provided you meet eligibility and completion requirements. Terms are considered to be Fall, Winterim, Spring and Summer and are different that sessions. As an example, summer has multiple sessions in the term.
13. *I have to travel to campus on days I am not scheduled to work to take my course. Can I be reimbursed for mileage to and from campus?*
No. The only expenses eligible for reimbursement are Tuition and Fees associated with the specific course. Books, supplies, special course fees and travel costs are not reimbursable.
14. *What happens if I apply and don't take the course?*
We are aware that life and plans change. There is no penalty if you apply for reimbursement and do not finish the course.
15. *I was approved for reimbursement of a course I am currently enrolled in, but I accepted a different job. Now what happens?*
If your new job is at UW-W, your eligibility for reimbursement has not changed. If you new job is with a different UW Institution or off-campus, your eligibility for reimbursement will end when you leave campus.