

## TUITION ASSISTANCE UPDATES 2021

**Tuition Assistance Awards will be accrued weekly, monthly and on a semester basis, based on the following factors (each factor will be accrued independently):**

- Number of hours worked per week
- Job performance (Key Performance Indicators)
- Academic Performance, accrued weekly and factored into the final award payment at the end of semester (based on semester GPA)

**1. Hours Worked** (Tuition Assistance accrual for meeting *weekly* target: \$38.00)

The Tuition Assistance factor for **hours worked** will be based on the number of hours worked during the week (defined as Sunday - Saturday). The minimum requirement of hours worked is 20 hours per week. Students who are not meeting the minimum requirement will not be eligible for the “**hours worked**” portion of the Tuition Assistance accrual for that week.

**2. Job Performance - KPI** (Tuition Assistance accrual for meeting *monthly* target: \$166.25)

The **job performance** component of the Tuition Assistance accrual will be based on meeting Key Performance Indicators (KPI's) as set forth by management of each program. Students must meet or exceed the program's KPI's by the end of each month (as reflected on the agent scorecard, or a program equivalent). Students performing below program standards will not be eligible for the “**job performance (KPI)**” component of the monthly TA accrual.

**3. Academic Performance** (Tuition Assistance accrual for meeting *weekly* target, tallied at end of semester: \$33.00)

The final portion of the Tuition Assistance accrual will be based on semester **Grade Point Average**. Students will accrue \$33.00 per week towards the tuition assistance award. At the end of each semester, students will be eligible for their Tuition Assistance accrual by earning a **GPA of 3.0 or above**. Students must be enrolled in academic coursework to earn **Academic Performance** accrual.

**Example of TA award payment:**

For the purposes of the Tuition Assistance policy, semesters are defined as:

- Spring Semester: January – April
- Summer Semester: May – July\*\*
- Fall Semester: August – December

Category	Weekly Parameter	Accrual	Max Annual Accrual	Max Monthly Accrual
Hours Per week	20 hours per week	\$38 per week	\$ 1,995.00	\$ 166.25
Key Performance Indicator (KPI)	Based on end of month agent scorecard	\$166.25 per month	\$ 1,995.00	\$ 166.25
GPA	3.0 and above	\$33 per week	\$ 1,710.00	\$ 142.50
<b>Total</b>			<b>\$ 5,700.00</b>	<b>\$ 475.00</b>

**\*\* Summer Semester payouts will be adjusted based on the length of the semester\*\***

**Tuition Assistance Rules and Regulations:**

- Payments will be capped at \$5,250 per calendar year, in accordance with current IRS guidelines.

- Tuition Assistance that is earned, but not paid, will be “banked” and available for students for the next semester.
- Students receive credit for courses completed while working at Education at Work. Students cannot receive credit for grades obtained prior to being employed by Education at Work (i.e., incoming freshman cannot use high school grades to qualify for tuition assistance awards).
- Students can only apply for Tuition Assistance each time they receive a new set of grades at the completion of the semester. They may not submit an application using grades submitted previously or grades earned prior to employment with Education at Work.
- Payments cannot be applied to balances incurred prior to employment with Education at Work.
- Payments will be made to the employee’s university and may be used for tuition and mandatory fees.
- Students can be reimbursed directly for books, assuming all documentation is submitted and approved in the Tuition Assistance portal.
- Tuition benefits cannot be applied toward the following items: meals, lodging, transportation, tools or supplies. Please see your local HR representative for specific information regarding direct reimbursement of books.
- Courses involving athletics, games and hobbies (unless they have reasonable relationship to the business of Education at Work or are required as part of a student’s degree program), will not be covered under the Tuition Assistance program.
- Tuition Assistance awards will be reduced by the amount of funds paid directly to the university on the student’s behalf (i.e., grants, GI Bill, or other financial assistance). The university’s financial aid office is responsible for managing the funds on behalf of the student.
- An employee must be actively employed by Education at Work at the time of tuition award disbursement in order to receive the benefit. If an employee resigns from employment with Education at Work, any unused Tuition Assistance funds will be forfeited.
- The Tuition Assistance program may have specific requirements for start-up programs during initial hiring period(s) that are not outlined in this policy. Each new program will be evaluated on a case-by-case basis.
- Education at Work reserves the right to revise or suspend the Tuition Assistance program at any time.
- The Tuition Assistance Program is a supplemental educational assistance award program for Education at Work employees only and are not subject to employee repayment.

#### **Tuition Assistance Disbursement Schedule:**

Payment will be disbursed to the university during one of the three designated payout periods, according to the specific university calendar. Payments will be disbursed after the completion of Fall Semester, Spring Semester, and Summer Semester.

#### **Tuition Award Application Process:**

Applications for Tuition Assistance must be submitted online and within a specified, announced date range through the Education at Work Tuition Assistance portal: <https://assistance.edatwork.com>.

First time online applicants register by clicking, “Register as a new user.” To complete the registration process, students will need an active email address and Education at Work badge number (the five-digit number located on the back of their Education at Work employee badge).

If there are any issues with completing the online application process, students should notify [tuition.assistance@educationatwork.org](mailto:tuition.assistance@educationatwork.org) immediately **as late submissions will not be considered for the current disbursement period.**

After login, students are prompted to upload the following required documents:

- Most recent semester GPA
- Upcoming semester class schedule
- University bill for the upcoming semester

Once the Tuition Assistance Team has processed a student's application, the student will receive an "approved" or a "Denied" response (within 5-10 business days) to the email under which they are registered.

If a student's application is "denied", the Education at Work team will follow up via phone or email with a detailed reason for denial. If applicable, The Education at Work team will provide detailed instructions on how to resubmit the application.

Tuition Assistance will be applied to the upcoming semester if the application is approved.

***\*Re-submission must be completed within the specified timeline to be considered for the current semester.***