

MANAGERS' GRADUATE DEGREE REIMBURSEMENT POLICY

West Chester University
Office of Training and
Organizational Development

OVERVIEW

- What courses are covered?
- Who is eligible?
- What are the requirements?
- What expenses are covered?
- What procedures to take?
- Who to contact?



WHAT COURSES ARE COVERED?

Any credit-bearing course or program offered by an eligible university at the post-baccalaureate level, to include:

- graduate certificates,
- master's degrees,
- post-master's certificates, and
- doctoral degrees.

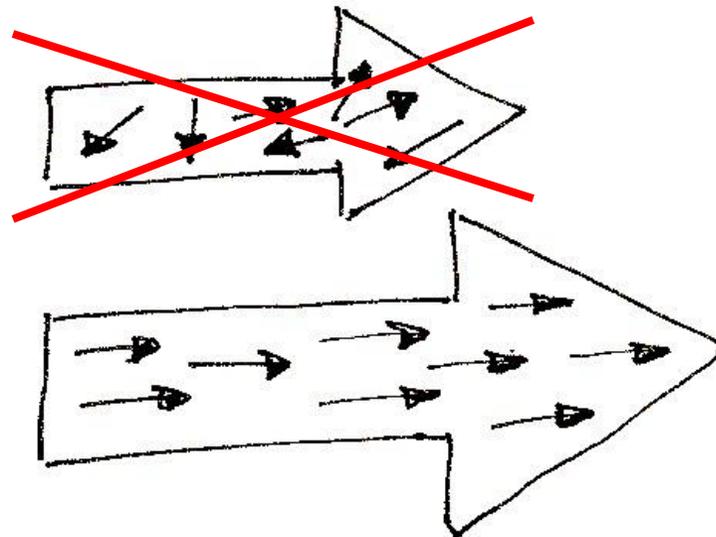
WHO IS ELIGIBLE?

- Full time, non-temporary manager-level employee
 - Successfully completed probationary period
 - Has satisfactory performance
 - Remain employed for minimum of 1 year
 - Has pre-approval
 - Not receiving any other tuition assistance



WHAT ARE THE REQUIREMENTS FOR REIMBURSEMENT?

Coursework must have a direct relationship to the manager's position or a higher-level position at WCU.



WHAT ARE THE REQUIREMENTS FOR REIMBURSEMENT?

Coursework must be completed at an eligible institution with prior approval.



WHAT ARE THE REQUIREMENTS FOR REIMBURSEMENT?

Those completing their graduate coursework at another eligible institution will receive reimbursement at the in-state rate for WCU graduate courses. Any tuition expenses above the WCU in-state rate is the responsibility of the manager. Please reach out to Organizational Development with questions.



WHAT ARE THE REQUIREMENTS FOR REIMBURSEMENT?

Manager must receive a final grade of a “B” or higher.



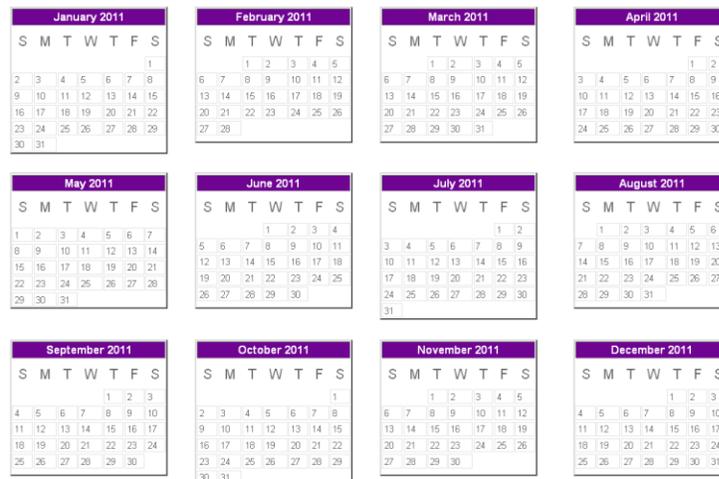
WHAT ARE THE REQUIREMENTS FOR REIMBURSEMENT?

Coursework may not interfere with the performance of a manager's assigned duties or conflict with scheduled working hours.



WHAT ARE THE REQUIREMENTS FOR REIMBURSEMENT?

Manager must remain employed by WCU for a minimum of one year following the completion of any graduate coursework submitted for reimbursement.



WHAT EXPENSES QUALIFY FOR REIMBURSEMENT?

- WCU Tuition Rate, including Tuition Technology Fee
(General fees & books covered by manager)



WHAT EXPENSES QUALIFY FOR REIMBURSEMENT?

- WCU Tuition Rate, including Tuition Technology Fee (General fees & books covered by manager)
- Coursework completed at another eligible institution will receive reimbursement at the in-state rate for WCU graduate courses.



PROCEDURES



At the START of the graduate/doctoral program:

- **Submit a Pre-Approval Form** (*NOTE: You must first be **accepted** into the graduate program of your choice*) to Jaime Whitcomb at jwhitcomb@wcupa.edu

PROCEDURES



At the **START** of each semester:

- Ensure you have a completed [Preapproval](#) form for the program.
- Complete the [Employer Reimbursement Program](#) application and fill it out for each semester separately.
 - Use jwhitcomb@wcupa.edu as the Employer Contact.
 - Once approved, it will trigger Bursar's Office to put a "hold" on tuition and tech fee *only*. the rest of the fees are your responsibility before the semester starts (general fees, etc.). This "hold" will be released at the end of the semester, and you will receive an updated notice of a balance.

PROCEDURES



At the END of each semester (if you have a grade of B or better) submit the following together as a single PDF to jwhitcomb@wcupa.edu for review, approval, and submission to Accounts Payable for payment:

- 1) completed AND SIGNED [Payment Request](#) in the total amount of the tuition and tech fee
- 2) copy of approved [Preapproval](#) form for program or semester,
- 3) WCU detailed bill from Bursar, and
- 4) Final grade(s)

The last step is for you to pay the semester tuition and tech fee back to the WCU Bursar once the holds have been released.

CONTACT INFORMATION

Graduate degree courses, certifications, and programs:

- Visit the WCU Graduate Studies website

Questions about courses/programs or how to apply:

- Contact Graduate Studies at 610-436-2943

Managers' Graduate Degree Reimbursement Policy:

- Contact orgdev@wcupa.edu or 610-436-3370

Pre-approval forms:

- Visit the “Helpful Links” section of the Manager Graduate Degree Reimbursement website