

# Manager's Graduate Degree Reimbursement Policy

## FAQs

### **Does the policy apply to full-time, temporary employees?**

- Even though the policy says temps are not eligible, individuals who are on cyclical/recurring contracts and have been issued a new appointment from year to year would be considered eligible.

### **Do we need to 'Apply' to become a student, the same way a traditional student would complete an application and is there an application fee?**

- Yes. Manager's applying to take graduate courses are bound by the same policies as a traditional Graduate student. Students have the option to [apply for a degree program](#), or [apply as a Non-Degree student](#), where you can take up to 9 credits before applying to a specific degree program.
- Currently, the policy does not specify reimbursement for the application fee. However, that fee can be waived under certain circumstances, such as attending a Graduate Open House.

### **Once the Pre-Approval form has been completed and course(s) are approved, what do we do with that form?**

- Once the Pre-Approval form is filled out and signed, you will hold onto that form until the coursework is complete. Then, you will submit it for reimbursement along with other necessary documentation.

### **Once the course is completed with a final grade of A or B, how do we submit for reimbursement?**

- Once coursework is complete, you will fill out an [Out-Service Training Authorization form](#). That form, along with your Pre-Approval form, and a legible copy of your billing receipt and grade report for the course(s) taken must be turned into Accounts Payable.

### **Will we have a separate WCU network account for our student coursework, D2L, etc. or can we use our employee account?**

- Employees will use the same network account/login information for their student coursework. Your username/password will be the same for webmail, D2L and myWCU.

### **How do we enroll for classes?**

- Enrolling in courses occurs in myWCU. The Graduate Admissions Staff would be happy to help when it comes to enrolling in a class, whether you need logistical help and/or help choosing courses to take. They can be contacted at 610-436-2943.

### **Can managers defer their graduate tuition payments using the WCU Employer Reimbursement Plan?**

- WCU managers are not be eligible to participate in the WCU Employer Reimbursement Program which defers payment until the end of the semester. The Graduate Tuition Reimbursement Program received PASSHE approved only as a reimbursement plan since Board of Governors' policy precludes not paying for tuition upfront. Any deferment of actual upfront payments would put PASSHE approval for graduate tuition reimbursement in jeopardy.