



STAFF TUITION REIMBURSEMENT PROGRAM GUIDELINES

OVERVIEW

Stanford University provides the Staff Tuition Reimbursement Program (STRP). The program supports employee development by providing partial or full reimbursement of tuition costs for courses meeting requirements of undergraduate or graduate degree programs related to current performance or planned career development. Individuals must be enrolled in a degree program to qualify for assistance. The policy for this program is set forth in the [Administrative Guide, Section 22.11](#).

This Guideline addresses eligibility, benefit,

ELIGIBILITY

To be eligible for STRP funds, employees must:

- Be a staff member in a benefits-eligible University position that is six months or more (four months or more for bargaining unit employees) and 50% FTE or greater.
- Be enrolled in a degree program.
- Must not be receiving financial assistance from other sources that would duplicate STRP assistance (i.e. scholarships, grants, departmental funds).

Note: Faculty, students, or other temporary or fixed term workers are not eligible for STRP.

Service Requirement

Eligible staff members must have completed one year in a benefits-eligible, ongoing, regular position

Eligible Institutions

STRP payments are made only to accredited United States colleges and universities listed in the current edition of "Accredited Institutions of Postsecondary Education" published by the American Council on Education.

Part-Time Eligibility

STRP benefits are pro-rated for staff members who work less than full-time; e.g., 80%, 75%, 62% FTE.

ANNUAL BENEFIT AMOUNT

The maximum STRP benefit is \$5,250.00 per fiscal year for a staff member working full-time. The maximum STRP benefit is pro-rated for regular staff who work less than full-time, but at least half-time (50% FTE). Institutions are paid directly by STRP on behalf of the enrolled employee. Unused STRP funds may not be "*carried over*" to future years.

Allowable/Disallowable Expenses

STRP is allowable for either undergraduate or graduate education leading to a degree, and the staff member must have been admitted to a degree program at an accredited institution. STRP can be used for regular tuition and general recurring fees only. STRP and STAP (Staff Training Assistance Program) funds cannot be utilized at the same time for the same coursework.

STRP benefits **cannot** be used to reimburse expenses for:

- Books or course materials
- Certificate programs
- Room and board
- Laboratory breakage fees
- Expenses at any United States institution that are not normally included in the basic tuition fees by Stanford University, the University of California or the California State Universities
- Tutoring fees
- Auditing fees
- Special fees for specific courses
- Late fees
- Transportation and parking

Evidence of Completion Required

Staff members utilizing STRP benefits are required to provide evidence of satisfactory completion of degree program coursework to **both** their supervisor **and** to the Educational Assistance Programs Office **no later than four weeks** after the end of the course. Fax evidence of completion to EAP at (650) 725-8234 or send in ID mail to EAP/4161. Evidence may be in the form of:

- An official grade card
- A transcript from the institution
- Alternatively, a written confirmation of course completion from the instructor or institution will be accepted

Repayment Required if Course is Failed

Staff members who have utilized STRP are required to repay tuition that was paid by STRP to an institution for your coursework if:

- You withdraw from a course after the tuition was paid
- You fail the course, either by receiving a 'D' or 'F' or 'Fail' (if a Pass/Fail course)

Departmental Reimbursement Possibilities

When allowable costs exceed the current STRP limit, the excess cost may be partially or fully reimbursed by the employee's department. Departmental reimbursement is at the department's discretion and is determined on the basis of available departmental funds for training. Talk to your supervisor or manager to explore if departmental funds are available.

Tax Implications

For academic courses at the undergraduate level at a tax-exempt educational institution, up to \$5,250 of STRP or departmental assistance can be *excluded from an employee's gross income* under section 117 and/or 132 of the Internal Revenue Code.

- This means receiving up to \$5,250 of STRP or departmental assistance is tax free for undergraduate coursework leading to a bachelor's degree.

However, if the assistance *exceeds* \$5,250 in one tax year regardless of the source of University funds **or** if a graduate course is not job related, the reimbursement may be reported as income on the employee's paycheck. (See Administrative Guide Memo 22.11 for additional tax information; consultation with a tax advisor is recommended if you are pursuing coursework leading to a graduate degree.)

Financial Aid Considerations

STRP benefits could affect other financial aid benefits. Contact the Financial Aid Office at the college, university, or institution you are attending for more information.

Time Away From Work for Academic Pursuits

Approval of any time off from work to attend degree coursework is at the department's discretion and must be compatible with the work schedule of the department and consistent with requirements of contracts and grants regarding time worked.

According to the Administrative Guide Memo 22.11, a staff member may be granted a maximum of twenty-four (24) hours per month of release time, without pay, for an approved undergraduate or graduate course, if no comparable course is offered during non-work hours. Time off for part-time regular staff should be pro-rated based on the percent time worked.

Talk to your supervisor or manager if your work schedule needs to be altered to attend courses or if you wish to request time off from work for coursework.

APPLICATION PROCEDURES

Submit a completed/signed STRP application prior to the beginning of the designated institution's academic year to the Educational Assistance Programs office in Human Resources:

- The application is online and can be printed using Adobe Acrobat Reader:
<http://hreap.stanford.edu>
- The application form can be obtained in person by visiting the Human Resources lobby, 320 Panama Street (Bambi Modular).

Note: SLAC employees must submit their application directly to the SLAC Benefits Office.

Your supervisor's signature is required; he/she must approve the use of University funds to support your academic pursuits, and a discussion of academic pursuits and career goals should take place prior to the supervisor signing the application form.

After your application is reviewed and confirmed to meet eligibility requirements, an authorization letter is issued to the eligible staff member. The staff member is then responsible to forward the authorization letter to his/her college, as the letter verifies payment from Stanford is guaranteed up to the benefit amount, and provides billing instructions for the institution.

CONTACT INFORMATION

Contact the Educational Assistance Programs Office in Human Resources, at (650) 723-0657. See Frequently Asked Questions, a PowerPoint overview, and the online application form on their web site: <http://hreap.stanford.edu>.