

TUITION REIMBURSEMENT PROCEDURE
UW School of Medicine and Public Health
Department of Family Medicine and Community Health
Academic Staff and University Staff

Please note: A request for tuition reimbursement will not be approved unless it is received at the Office of Human Resources (OHR) prior to the start of the course. Start your planning early to ensure that a completed tuition reimbursement request, approved by your manager or supervisor, is submitted no less than two (2) weeks in advance of the course start date to DFMCH HR.

1. Both academic staff and university staff have the opportunity to receive reimbursement for course work that addresses a development goal, either a specific degree program or course work that may help you to be more effective at work. Employees should consult early with their manager or supervisor to discuss a course of study that they may wish to pursue. Employees may be reimbursed for 1 career-related course (up to 5 credits) per semester. Budgetary considerations will determine if a reimbursement option is available in your work unit. Reimbursement at less than a 100 percent appointment is an option.
2. After establishing a course of study that you wish to pursue, you will need to complete the specific application. The form can be found at:

<http://www.ohr.wisc.edu/docs/EmployeeCourseworkTrainingRequestForm.pdf>
3. You must maintain at least a 50 percent appointment for the duration of the course work in order to be eligible for reimbursement.
4. Appropriate documentation should accompany your completed request form when it is submitted for approval. Documentation of course registration and payment of tuition is required.
5. Reimbursement for the approved amount of tuition and fees is obtained via the *e-Reimbursement* system. You will need to submit a copy of your approved Tuition Reimbursement Request document, proof of successful completion of the course and payment of tuition to the DFMCH *e-reimbursement* approver, Jeanne Rotter. She is located at Alumni Hall, 608-262-8373, jeanne.rotter@fammed.wisc.edu. She will be able to guide you through the process of *e-reimbursement*.