

Cooperative Extension Tuition Reimbursement Procedures

The following procedures apply to tuition reimbursement from university funds (district and program area funds)

Prior to course work:

- Submit the form titled “Request for Authorization to Reimburse Employee’s Fee/Tuition” to the Dean’s Office. The form must be received in the Dean’s Office no less than one week before the beginning of the course.
- The form must be signed by supervisor or department head and the hiring authority of the county or unit (district director for county faculty and staff, program leader for campus or state staff).
- Your hiring authority (district director or program leader) will determine whether the course work fits in the “job-related” or “career-related” category.
 - Course work is “job-related” if it directly applies to your job responsibilities. This is considered a business expense like any other university business expense. Reimbursement for job-related course work is not taxable.
 - Course work is “career-related” if it generally advances your career goals. Reimbursement for career-related course work is taxable.
- Budget account coding must be indicated on the form.
- The employee will receive a copy of the completed form with divisional and institutional signatures.

Reimbursement Procedures:

1. If the course is “job related,” the staff member is entitled to reimbursement of all related expenses (ie tuition, books) as soon as the expenses are incurred. A university Travel Expense Report should be completed and submitted with appropriate receipts (tuition receipt, book receipt, etc.) along with a completed copy of the “Request for Authorization” form.

Submit the above materials to Kay DeMinter, UWEX Business Office, 103 Extension Building, 432 N. Lake Street, Madison, WI 53706. Reimbursement normally takes 2-3 weeks.

2. If the course is “career related.” The staff member is entitled to reimbursement of tuition expenses (or a lesser amount if agreed by the hiring authority). After the course has been completed, the staff member should complete a university Travel Expense Report and attach a copy of the tuition receipt and grade report (you must pass the course in order to get reimbursement). A completed copy of the “Request for Authorization...” form also must be attached.

Submit the above materials to Kay DeMinter, UWEX Business Office, 103 Extension Building, 432 N. Lake Street, Madison, WI 53706. Reimbursement normally takes 2-3 weeks.