

## Tuition Reimbursement Application Process

### **Tuition Reimbursement Office**

**Mail Address:** 111 East 210th Street  
Bronx, NY 10467

**Email:** [Tuition@Montefiore.org](mailto:Tuition@Montefiore.org)

**Office #:** 914-349-8563

**Office Fax:** 914-349-8584

### Pre-Approval

- Submit tuition reimbursement application form within 45 days of the start of the course(s) to the Tuition Reimbursement Office.

**Form located on the Montefiore Intranet, Human Resources page, under Benefits Information, Tuition Office.**

- The application must have the Department Head/Administrators signature of approval on the Tuition reimbursement form.

**Do not include the cost of books or late fees. (Not eligible for reimbursement.)**

**Register Nurses must submit service agreement contracts for amounts over \$3000.**

Deferment letters can only be picked up or mailed. We will **not** fax or email deferment letters.

All requests must adhere to Tuition Policy V-18 Requirements.

Tuition Application will remain on file.

Tuition Office will notify you if there is a question regarding your application.

### Processing Tuition Requests

#### **Completed documents required:**

- Copy of Tuition Reimbursement Application/ Request Form (Pre-Approved)
- Copy of Invoice and Bursars receipt
- Copy of Grades. Satisfactory completion of the course is defined as a grade of “C” or better or “Pass” in a Pass/Fail course.
- Registered Nurses **Service agreement for amounts over \$3000 (service agreement must be notarized)**

**Requests for reimbursement later than 90 days from the date of course(s) completion will be denied.**

Please allow 2 to 3 pay periods for reimbursement.

**Montefiore**