


Montefiore

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Tuition Reimbursement for Children of Doctors, Scientists and Executives
APPROVED:  CHRISTOPHER D. BERNER	POLICY NUMBER: V-20
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	DATE ISSUED: 08/11/69
	DATE REVIEWED/REVISED: 1/15/13

GENERAL POLICY:

The Medical Center will reimburse for tuition, room, board and books for a maximum of four (4) years per unmarried, dependent child of eligible Associates.

Courses must be taken at an accredited college or university and must lead to an undergraduate or graduate academic degree.

ELIGIBILITY:

Full-time regular Attending Physicians, Dentists, Veterinarians, Professionally Appointed Scientists and Executives whose grade level is P and above are entitled to reimbursement for eligible expenses of up to \$4,500 per academic year (September 1 – August 31).


Chiefs of Service and Vice Chairpersons are entitled to reimbursement for eligible expenses of up to \$5,500 per academic year (September 1 – August 31).

The President, Vice President, Medical Directors and Chairpersons are entitled to reimbursements for eligible expenses of up to \$6,000 per academic year (September 1 – August 31).

PROCEDURE:

1. Associates interested in obtaining tuition reimbursement for their eligible dependent children must submit an Application for Tuition Reimbursement for Children of Doctors, Scientists and Executives to the Human Resources Benefits Department.
2. Proof of eligible costs must be attached to the application. Proof must either be in the form of an itemized bill or receipt.
3. A letter of acceptance from the college or university must be submitted before payment can be granted. This letter need only be submitted with the first application for tuition. It should state that the student is enrolled in an academic program leading toward an undergraduate or graduate degree. If the student changes schools, a letter from the new school must be submitted. Requests for reimbursement must be submitted no later than 90 days from the date of course(s) completion.


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4. The Human Resources Benefits Department will forward approved application to the Payroll Department for payment.

All Medical Center Human Resources Policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

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