



## WORKING AT THE Y HAS ITS PERKS

### Tuition Reimbursement Program

We care for our employees' spirit, mind and body just as much as we do our members. The YMCA will now offer opportunities for tuition reimbursement payment for current active employees who are seeking their undergraduate degree and have met certain criteria.

#### Purpose

The YMCA of San Angelo's Tuition Reimbursement Program encourages professional development and continued education for our employees'. The YMCA is proud to offer reimbursement for both full time and part time associates that have worked a minimum of six (6) months of continuous service and has worked an average of twelve (12) hours a week or more in the preceding six (6) months.

#### Associate Eligibility

To be eligible for the YMCA of San Angelo's Tuition Assistance Program, associates must meet the following requirements.

- Associates must have a minimum of six (6) months of continuous service with the YMCA of San Angelo.
- Employee must have worked an average of twelve (12) hours or more a week in the preceding six (6) months at time of application, **as well as when submitting the final grade(s) and receipts.**
- Employee must have demonstrated a satisfactory performance level and in good standing during the course period. Associate must not be on a performance action plan.
- Applications must be submitted within 30-days of the course start date but may not be submitted any sooner than 30-days prior to the beginning of the course start date. Applications submitted after 30-days of the course start date will not be accepted.

Examples:

Course Start Date	Rejected if Submitted Before	Rejected if Submitted After:	Approved if Submitted Between
January 10, 2022	December 10, 2021	February 9, 2022	December 11, 2021 – February 9, 2022
June 6, 2022	May 7, 2022	July 6, 2022	May 7, 2022 – July 6, 2022

#### Reimbursement Guidelines

- **Final grades and receipts must be submitted to Human Resources within 30-days after the course completion.**
- Expenses eligible for reimbursement include tuition, registration fees, lab fees (if required)  
The YMCA's Tuition Reimbursement Program will not pay for transportation, meals, mileage, lodging, car rental, parking fees, student activity (or any other related fees).
- Following successful completion of an approved course(s), and after receiving eligible grades/receipts, YMCA of San Angelo will reimburse associates 100% (up to the policy limit of \$1,000 per semester and \$2,000.00 per calendar year), of eligible expenses.
  - a. Where applicable, any course expenses not covered by eligible Pell Grant funds will be reimbursed.
  - b. Associates will receive their funds via their normal payroll process (i.e. direct deposit or live check). Please allow up to four (4)-weeks for processing.
- The employee will only receive payment upon completion of the course(s) and submission of necessary receipts, grades and pertinent documents. The company will not approve, nor provide advance payment of tuition expenses.
- The associate must receive at least a "C" grade to be eligible for reimbursement.

- a. In a course where a formal grade or equivalent measure of completion is not provided, the associate must obtain a written document from the instructor or institution indicating successful completion of the course.
- **Associates must be on active status with the company and must have maintained an average of twelve (12)-hours, or more a week in the preceding six (6)-months** in order to receive their reimbursement.
- a. If an employees' employment terminates prior to the end of the course, the associate is ineligible for reimbursement.
- b. Employees' who drop a course before obtaining a grade are ineligible for reimbursement for that particular course.

### **Tax and Reimbursement Information**

U.S.-Based Associates: Tuition Reimbursement Program fees reimbursed for undergraduate and graduate level courses may be excluded from gross income and from wages for employment tax purposes up to \$5,250 annually. This may change from year to year depending on applicable federal regulations.

Exceptions to IRS or CRA taxable guidelines will not be granted.

### **Reimbursement Procedures**

1. Applications must be submitted within 30-days of the course start date but may not be submitted any sooner than 30-days prior to the beginning of the course start date. Applications submitted after 30-days of the course start date will not be accepted. (See Associate Eligibility for examples)
2. Submit application to the Human Resource Department via email or in-person.
3. The associate will receive an email advising if the program has been approved or denied. If the program has been denied, information regarding the denied request will be included in the email.
5. Once you have completed all course work the employee will be required to submit their final grades and receipts to the HR Department to receive their tuition reimbursement.
6. Employees are required to submit their final grade(s) or equivalent official documentation, and receipts for reimbursable expenses within 30-days after course completion.
7. Upon receipt of satisfactory proof of completion and payment of the course(s), the HR Department will process reimbursement
  - a. Associates will receive their funds via their normal payroll process (i.e. direct deposit or live check). Please allow up to four (4)-weeks for processing.
8. The YMCA Reimbursement Program funds are limited per semester and

If you have any questions about the tuition reimbursement program, please contact HR Services at [plongoria@ymcasanangelo.org](mailto:plongoria@ymcasanangelo.org). Exceptions to the Tuition Assistance Program Policy Only Human Resources can approve an exception to the Tuition Assistance Program policy. Requests for exception must be provided in writing to HR from the SVP/EVP within associate's department and are subject to formal review.

### **Employee Success Stories**

Has the YMCA Tuition Reimbursement Program helped you accomplish your goals? If so, we would love to hear from you! We celebrate your development and growth through benefit offerings like the Tuition Assistance Program. Share your success stories with us at [information@ymcasanangelo.org](mailto:information@ymcasanangelo.org)

Note: Stories submitted may be used on YMCA of San Angelo website and other social media platforms.

## YMCA San Angelo Tuition Reimbursement Application

Please complete the application below to be considered for the Tuition Reimbursement Program. Qualified applicants for the program must meet the criteria as explained in the Tuition Reimbursement Policy.

Date of Application: \_\_\_\_\_

Employee Full Legal Name: \_\_\_\_\_

Job Title / Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you enrolled in a course or program with an accredited college, university or trade school? ☐ Yes ☐ No

Name of college, university or trade school: \_\_\_\_\_

Course/Program Information

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Course Tuition Expense: \_\_\_\_\_

Did you receive any other source of funding for the above course work? ☐ Yes ☐ No

If yes, please name the funding source and amount?

\_\_\_\_\_

My signature below verifies that I understand that if this request is approved, reimbursement will be contingent upon verified employment, hours worked, employee status and all other policies as outlined in the Tuition Reimbursement Policy. I also understand that if any of the information or documentation is found to be untruthful, altered, etc. will not be eligible for reimbursement of this application or further applications and may be responsible to pay back any amount awarded.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### HUMAN RESOURCES ONLY

Employment Requirements Verified?

Does this application meet the established guidelines of the tuition assistance program policy? \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

If not approved, please indicate reason:

\_\_\_\_\_

\_\_\_\_\_  
Director of HR

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Date Paid