



HVERFORD COLLEGE

Professional Advancement Education Program Watkins Tuition Grant

1. INTRODUCTION:

The Professional Advancement Education Program (PAE) has been developed by the College to assist regular, full-time and part-time Haverford College benefit-eligible, non-faculty staff members enhance the skills they need to perform their jobs. This program applies to classroom and online courses taken at other accredited institutions and is completely separate from, and acts in addition to, the existing Haverford Tuition Benefit. The courses must apply to a bona-fide certification or degree. The staff member needs to intend to complete the coursework through completion of the certification or the applicable degree.

The goal of the program is to reimburse regular full and part-time benefit-eligible, non-faculty staff members for educational expenses not covered by any other source of educational assistance.

For a ten-year period, each year the College expects to award as many as five (5) Watkins Tuition Grants with a maximum value of \$750 per grant per year. The Office of Human Resources Department will award grants based principally on the following criteria:

1. Potential benefit to the applicant's department or division
2. Salary tier of employee
3. Length of service
4. Level of degree – preference will be given to employees pursuing first-time degrees or certifications

Applications will be reviewed annually for the upcoming academic year with no guarantee of future support. The staff member needs to submit documentation each year to be considered for the next year's funding cycle. Mid-year applications may be considered on a very limited basis and only to the extent funds remain available for that particular award year.

2. ELIGIBILITY:

To be eligible for the (PAE), an employee must:

- be an active, regular, full or part-time, benefit-eligible non-faculty staff member. Fixed-term staff are not eligible for the PAE program. Staff members that have already earned post graduate degrees are not eligible; and
- have completed one year of full or part-time employment before the application is submitted.

3. AMOUNT OF GRANT AWARD

Eligible employees will be awarded 100% of tuition and other, direct educational costs, up to a maximum of \$750.00 in an academic/fiscal year. Please see “Allowable Reimbursement Costs” below for more information.

4. ALLOWABLE REIMBURSEMENT COSTS:

This program reimburses eligible employees for tuition expenses not covered by any other source of educational assistance. The Program will also provide reimbursement for books, and mandatory fees (such as registration, technology, library, student activities, labs, etc.).

5. OTHER EDUCATIONAL ASSISTANCE BENEFITS:

This program does not duplicate other educational assistance an employee may receive. As part of the PAE Application and reimbursement process, an employee must report any veterans’ education benefits, scholarship or other financial aid received for courses or degree programs to be considered under this Program.

Note: A loan which must be paid back by the employee is not considered financial aid for the purposes of calculating the Watkins Tuition Grant. If an employee receives education assistance in the form of grants, the amount reimbursable under this program will be based on the tuition charge (s) less any and all financial aid received. What follows are two examples (which is not meant to be exhaustive nor limiting) to illustrate this policy:

EXAMPLE 1

\$1,000 Tuition Cost
(\$500) Less other Financial Aid (grants)
\$ (500) Eligible Watkins Tuition Grant
\$0 Remaining Employee Obligation

EXAMPLE 2

\$2,000 Tuition, Fees, Books Cost
(\$500) Less Other Financial Aid (grants)
\$ (750) Eligible Watkins Tuition Grant
\$750 Remaining Employee Obligation

The Program is exclusively designed to reimburse eligible costs incurred and not as advance for any payments. The reimbursement is subject to satisfactory completion of the course, among other factors. Please see “Reimbursements” below.

6. QUALIFIED COURSES AND SCHOOLS:

The following job-related courses and or programs are examples that are potentially eligible for Watkins Tuition Grants under this program:

- Regular courses taken for credit, as part of a certification or degree program, at accredited schools, colleges, and universities
- Courses credited toward a high school diploma or equivalency certificate
- Correspondence, university extensions, or continuing education courses, as part of a certification or degree program.

The following, among other examples, would not qualify for Watkins Tuition Grants under this Program:

- Professional seminars and workshops attended as a part of one's professional development

7. ACCEPTABLE COURSE SCHEDULING:

Approved course(s) and or program(s) are not to be taken during regular working hours. Class attendance should not conflict with the employee's job in any way.

8. APPLICATION PROCEDURES:

The Office of Human Resources is responsible for the administration of this Program, the interpretation of the Program's policies as well as the review of all applications. Employees should use the following process when applying for the Watkins Tuition Grant:

- Watkins Tuition Grant Applications may be obtained by emailing the Office of Human Resources at Hc-Hr@Haveford.edu
- Employees must complete the section on the PAE Application regarding anticipated education cost and how the course(s) or degree is related to their present job or college department
- A description of the course(s) to be taken and information detailing anticipated tuition and other charges must be attached to all Applications. The most acceptable attachments are the appropriate pages from the institution's website, brochure or catalogue
- Employees are required to obtain a Supervisor's support signature on the PAE Applications to ensure the supervisor is aware and supportive of the employee's educational plans. A Supervisor's signature does not imply approval of the application for Watkins Tuition Grant

Applications for the Watkins Tuition Grant must be submitted to the Office of Human Resources as follows:

- For the upcoming academic year, no later than July 31
- If funds remain, applications will be invited mid-year, for the Spring semester term, with an adjusted deadline date of no later than October 31

Upon review of Watkins Tuition Grant Applications, the Office of Human Resources will send all applicants an e-mail stating the decision about the grant, typically no later than 30 days after the submission deadline.

9. REIMBURSEMENTS:

For employees who are awarded a Watkins Tuition Grants, requests for reimbursements will be processed after successful completion of a semester course or term. Once completed, the Request for Watkins Tuition Grant Reimbursement Form should be submitted to the Office of Human Resources within sixty (60) days of the completion of the course(s).

Reimbursement payments may be taxable to the employee.

If an employee terminates employment with Haverford College, the employee will only be eligible for reimbursement if they satisfactorily complete said course(s) of study before their official date of termination.

The College reserves the right to, or may need to, alter, suspend or otherwise change this Program in the future.

Dated: December 19, 2020

Updated: August 20, 2020