The Frequently Asked Questions below may answer general questions about the new Education Assistance Program. Employees are encouraged to read the Plan Document for additional details.

**What is the Education Assistance Program?**
The Education Assistance Program has been established to help pay for the costs of qualified continuing education and professional development courses for eligible employees. The program provides reimbursement up to $4,000 per fiscal year, for up to four (4) years. The Educational Assistance Committee has oversight of the program.

**Who is eligible?**
Employees must be active, regular, full-time, and benefits-eligible at the beginning and completion of an approved course or program and at the time of reimbursement. Eligible employees must have completed at least twelve (12) months of employment as of the date of the application deadline. Eligible employees must be meeting or exceeding current job performance expectations. Eligible employees must not have been the subject of any disciplinary action in the six (6) months prior to the application deadline.

**What is the maximum benefit I may receive under the Education Assistance Program?**
The maximum reimbursement for eligible employees under this program is $4,000 per fiscal year, for up to four (4) years.

**How do I apply to participate in the Education Assistance Program?**
Employees must submit an Application to their respective Supervisor and Department Head for approval. Approved applications should then be routed to EducationAsst@uthscsa.edu for the Education Assistance Committee to review and provide final approval for participation.

**What courses are eligible for reimbursement?**
Courses may be offered from an accredited entity, such as a college, university, trade or vocational school, or professional association or society. Courses may be taken in pursuit of a degree program or professional certification.

I am already enrolled in a degree or certification program. Are my current courses eligible for reimbursement?
The Education Assistance Program is designed for courses that have not yet begun. You must submit your application before the start date of the course or program for which you are applying for education assistance. Employees should refer to the Application Deadlines and the Application Process in the Plan Document.

**How will reimbursement for Education Assistance impact my taxes?**
The majority of eligible participants will receive tax-free reimbursement for qualified reimbursements under the Education Assistance Program; however, each situation is different. The IRS rules will be followed in determining taxability to individual recipients. Tax treatment of reimbursements under the Education Assistance Program will be assessed by the Office of Business Affairs.
**How long will the application process take?**
The Education Assistance Committee will meet on a quarterly basis following each of the Application Deadlines. Applicants will be notified within a month of the application deadline about the status of their application.

**Example:** Susan receives approval from her supervisor and department head to take a Management Operations course that begins January 12th. Susan submits her approved application to EducationAsst@uthscsa.edu by the 1st application deadline, November 30th. The Education Assistance Committee meets on December 9th to review all applications received. Susan will receive notice of the Committee’s approval or denial of her application no later than December 31st. Susan receives notice of the Committee’s approval on December 12th and should begin participation in the approved course.

**Do I have to pay out of pocket for approved courses / programs?**
Yes; the Education Assistance Program is designed to provide for reimbursement of qualified expenses only upon the successful completion of an approved course or program. There are no ‘advances’ provided by the Education Assistance Program. Additionally, not all fees qualify for reimbursement. See the Plan Document for additional information.

**When will I reimbursed?**
Within forty-five (45) days after completion of the course or program, the employee must submit a Notice of Completion form along with an itemized receipt to EducationAsst@uthscsa.edu showing all mandatory tuition and fees paid, and the final grade report, transcript, or ‘pass’ certification. Reimbursements will be processed within forty-five (45) days of receiving completion documentation.

**What if I have additional questions?**
If you have additional questions about the Education Assistance Program, please send an email to EducationAsst@uthscsa.edu. You may also visit the Education Assistance Website to learn more.