



Indiana University of Pennsylvania University Funded Educational and/or Professional Development Assistance for Non-Represented Employees

Procedure for Application and Approval of Graduate Tuition Waiver for IUP Courses and Program/Tuition Reimbursement Requests for Non-IUP Courses

Step 1: Employee

- Identifies educational/professional development opportunity and independently follows channels for program admittance.
- Completes and submits an Application for University Funded Educational or Professional Development Assistance for Non-Represented Employees to their supervisor.

Step 2: Supervisor

- Reviews request and verifies employee's eligibility for program.
- If request is denied, the supervisor details the reason for denial and returns the request to the employee.
- If the request is approved, the supervisor forwards to the Divisional Vice President or University President if requestor is a Vice President.

Step 3: Vice President/President

- Approves or denies request.
- If request is denied, the Vice President or President details the reason for denial and returns the request to the supervisor to discuss with the employee.
- If the request is for tuition waiver for graduate courses at IUP, the Vice President or President forwards to the Office of Human Resources.
- If the request is for tuition/program reimbursement, the Vice President or President identifies divisional funds and approves amount of tuition/program cost that will be reimbursed to the employee.

Step 4: Office of Human Resources

- Reviews request and authorizes tuition waiver benefit or tuition reimbursement amount.
- Contacts employee and directs them to complete an online IUP Tuition Waiver Application or with instructions on how to request a tuition reimbursement once the course has been completed.
- If the request is a tuition waiver, approves the Tuition Waiver Application and sends to the Office of the Bursar for processing.

Step 5: Employee

- If approved for tuition waiver for graduate courses at IUP, enrolls in the course and submits an online Tuition Waiver Application before the start date of the course.
- If approved for tuition reimbursement, registers for the program or course and pays any applicable tuition and/or fees.
- When program/course is completed, submits the original approval form, evidence of course completion, grade received, and proof of payment (issued from the institution) to the Office of Human Resources within 90 days from the course completion date.

Step 6: Office of Human Resources

- Verifies reimbursement eligibility and authorizes Accounts Payable to issue reimbursement to the employee.