

Submit a Tuition Reimbursement Request for Non-Yale Courses

IMPORTANT

If you have questions about this employee benefit, please visit the [Benefits Tuition Reimbursement](#) web page.




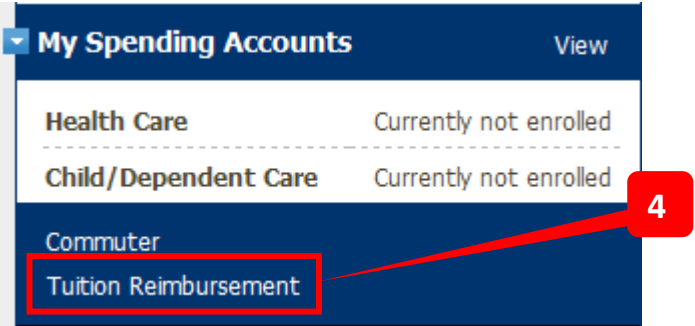
For *employees who are paid **monthly***, tuition reimbursement will be included in the current month's paycheck if their claim is submitted and approved at least one week prior to the date payroll is scheduled to be processed.

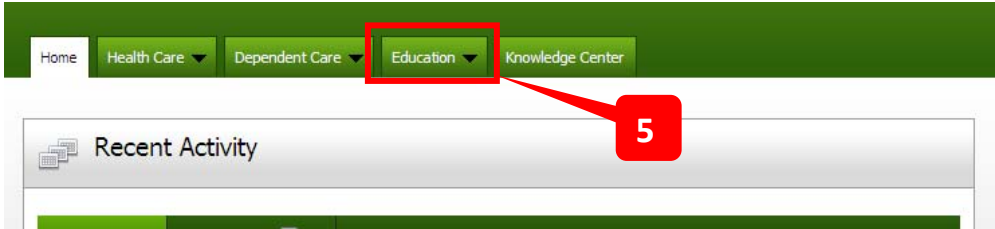
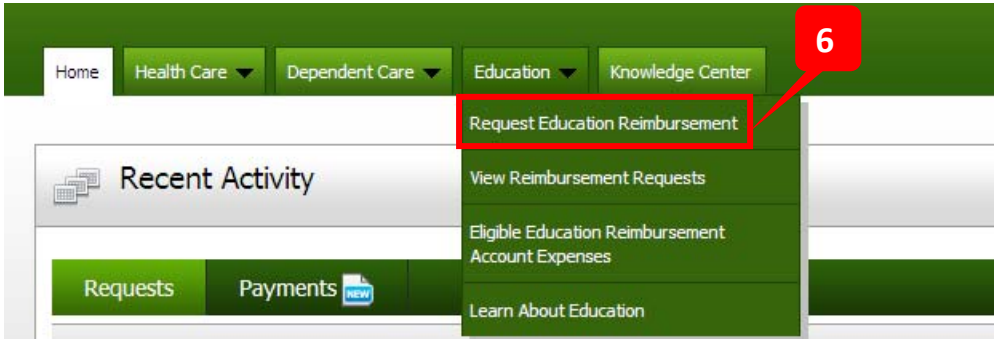
*Employees who are paid **weekly*** can expect to see the tuition reimbursement appear in the first or second paycheck following submission and approval of a claim.

Click here (<http://www.yale.edu/finance/controller/payroll/payschedule.html>) to view the payroll schedule.

1. Open an internet browser and type in the following address to access the portal: www.yale.edu/portal.
2. Click **Login to the portal**, then log in using your NetID and password.
3. Click **My Benefits** on the upper right side of the screen.
4. In the "My Spending Accounts" box on the left side of the screen, click **Tuition Reimbursement**.
5. Click on the **Education** tab at the top of the screen.
6. Click **Request Education Reimbursement** in the drop-down menu that appears.
7. Complete the online form for Reimbursement.
Provider: Yale University.
Institution: the name of the College or University where you completed the course.
Degree Type: the type of degree to which this course is being credited.
Grant/ Scholarship \$: financial assistance received from another source (e.g. scholarship, grant or program for educational funding).
Note: Scholarship and grant awards will be subtracted from your out-of-pocket tuition and lab fee expenses.
Course Amount: the Tuition Fee or Lab Fee you paid for the course.
Supervisor (if applicable): enter the name of your Yale Supervisor if he/she authorized you to take a non-degree course because it is related to your job.
Courses taken at Yale are ineligible for Tuition Reimbursement for Non-Yale Courses. Please refer to the Tuition Reduction Program at <http://learn.med.yale.edu/lcdb/webdev/html/educservices.htm>.
8. Click **Add New Expense** if you wish to be reimbursed for more than one expense.
9. Click **Continue** once you have finished entering information for all of the expenses for which you are applying for reimbursement.
10. Review the Reimbursement Request.
Note: The Adjusted Amount may not equal the Course Amount. Please refer to [Yale University Tuition Reimbursement for Non-Yale Courses Policies and Procedures](#).
If the information is accurate, click **Continue** and proceed to step 11.
If changes are necessary, click **Make Changes**. Once you have made the changes, return to step 9.
To discard the Tuition Reimbursement Request, click **Cancel**.
11. Click **Submit Request**.
12. Click **Print**. Please follow the directions on the Cover Sheet, sign and date the Cover Sheet and include all required documentation with the Cover Sheet when you fax or mail your Tuition Reimbursement Request.

ILLUSTRATED INSTRUCTIONS BEGIN ON THE NEXT PAGE

<p>1 Open an internet browser and type in the following address to access the portal:</p> <p>www.yale.edu/portal</p>	
<p>2 Click Login to the portal, then log in using your NetID and password.</p>	
<p>3 Click My Benefits on the upper right hand corner of the Portal.</p>	
<p>4 In the "My Spending Accounts" box, click Tuition Reimbursement.</p>	

<p>5 Click on the Education tab.</p>	 <p>The screenshot shows the top navigation bar of the Yale website. The navigation items are: Home, Health Care, Dependent Care, Education, and Knowledge Center. The 'Education' tab is highlighted with a red box, and a red callout bubble with the number '5' points to it. Below the navigation bar is a 'Recent Activity' section.</p>
<p>6 Click Request Education Reimbursement.</p>	 <p>The screenshot shows the same navigation bar as above. The 'Education' dropdown menu is open, and the 'Request Education Reimbursement' option is highlighted with a red box. A red callout bubble with the number '6' points to this option. Other options in the dropdown menu include 'View Reimbursement Requests', 'Eligible Education Reimbursement Account Expenses', and 'Learn About Education'. Below the navigation bar is a 'Recent Activity' section with 'Requests' and 'Payments' buttons.</p>

7 Complete the online form for Reimbursement.

Provider: Yale University.

Institution: the name of the College or University where you completed the course.

Degree Type: the type of degree to which this course is being credited.

Grant/Scholarship \$: financial assistance received from another source (e.g. scholarship, grant or program for educational funding).

Enter Expenses

You can enter up to 8 expenses. Choose **Add New Expense** if you have more expenses to enter.

Expense 1

Type of Expense

Submission Date

Provider

Course Name and Number

Course Start Date

Course End Date

Institution

Degree Type

Course Grade

Grant/Scholarship \$

Course Amount

Supervisor (if applicable)

Individual Course Business Related?

Was this course taken at Yale?

7

8

9



Scholarship and grant awards will be subtracted from your out-of-pocket tuition and lab fee expenses.

Course Amount: the Tuition Fee or Lab Fee you paid for the course.

Supervisor (if applicable): enter the name of your Yale Supervisor if he/she authorized you to take a non-degree course because it is related to your job.

Courses taken at Yale are ineligible for Tuition Reimbursement for Non-Yale Courses. Please refer to the Tuition Reduction Program at <http://learn.med.yale.edu/lcdb/webdev/html/educservices.htm>

8 Click **Add New Expense** if you wish to be reimbursed for more than one expense.

9 Click **Continue** once you have finished entering information for all of the expenses for which you are applying for reimbursement.

10 Review the Reimbursement Request.

The **Adjusted Amount** may not equal the **Course Amount**. Please refer to [Yale University Tuition Reimbursement for Non-Yale Courses Policies and Procedures](#).

If the information is accurate, click **Continue** and proceed to step 11.

If changes are necessary, click **Make Changes**. Once you have made changes to the information, return to step 9.

To discard the Tuition Reimbursement Request, click **Cancel**.

Review Expenses

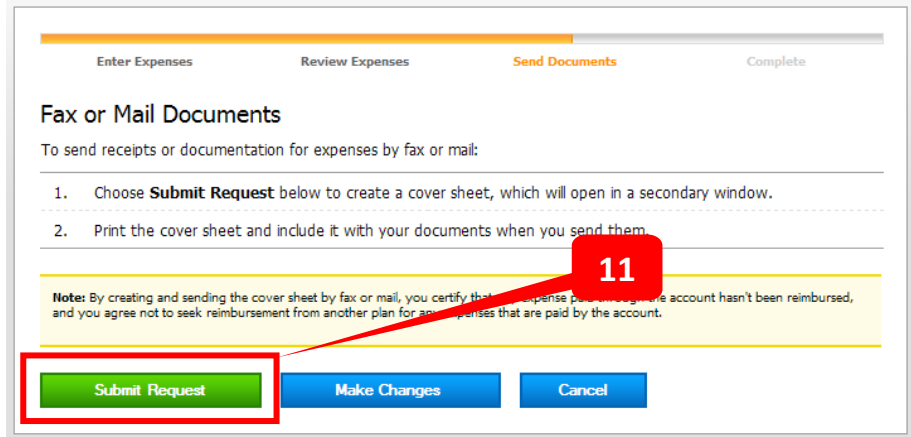
Expense 1	128714991-01	Change This Expense
Type of Expense	Tuition Fee	
Submission Date	10-14-2011	
Provider	Yale University	
Course Name and Number	Intro to English - ENG101	
Course Start Date	01-10-2011	
Course End Date	05-06-2011	
Institution	Mystic College	
Course Grade	A	
Grant/Scholarship \$	\$0.00	
Course Amount	\$2,200.00	
Supervisor (if applicable)		
Individual Course Business Related?	No	
Was this course taken at Yale?	No	
Adjusted Amount	\$1,250.00	(The expense amount has been adjusted based on your employer's rules.)
Total Adjusted Amount	\$1,250.00	(The total expense amount has been adjusted based on your employer's rules.)



10

11 Click **Submit Request**.

Submit Education Reimbursement Request



12 Click **Print**.

To have your reimbursement request processed:

1. **Print** this page.
2. Sign and date this page, and obtain the appropriate approval signatures before
3. Send this page by fax or mail with your receipts or other documentation.

Don't mark this bar code. It doesn't contain any personal information, and is necessary to speed up processing.



After your documentation has been received, your reimbursement request will typically be processed within 10 days. Your reimbursement request will be denied if receipts or other documentation aren't received.

Please follow the directions on the Cover Sheet, sign and date the Cover Sheet and include all required documentation with the Cover Sheet when you fax or mail your Tuition Reimbursement Request.