

TALENT DEVELOPMENT

TUITION REIMBURSEMENT PROGRAM

Metro's Tuition Reimbursement Program is available to regular represented and non-represented employees. Employees must have successfully completed their initial probationary period by the course's official end date, and if applicable, earned at least a "Meets Expectations" level on their most recent Individual Performance Plan (IPP).

Employees seeking to participate in the Tuition Reimbursement Program are responsible for submitting an approved request form and paying all course related expenses prior to requesting tuition reimbursement. Employees considering a student loan are advised to review Section 2.5 - Other Sources of Tuition Reimbursement of HR1 for repayment instructions and eligibility.

Eligibility of courses must be through an accredited college degree or certificate program and offered by a U.S. institution accredited by a Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (DoED). Tuition reimbursement is available to employees only if the school of enrollment meets minimum federal standards of education and allows students to receive federal student loans. Employees may undertake any educational degree/certificate program related to Metro core business practices as noted in Metro job descriptions and Career Pathways.

<u>Reimbursement Rates:</u>	Undergraduate Coursework:	\$250/unit
	Graduate/Postgraduate Coursework:	\$375/unit
	School Certificate Programs:	\$250/unit

Completion of an eligible and approved course for tuition reimbursement requires the following:

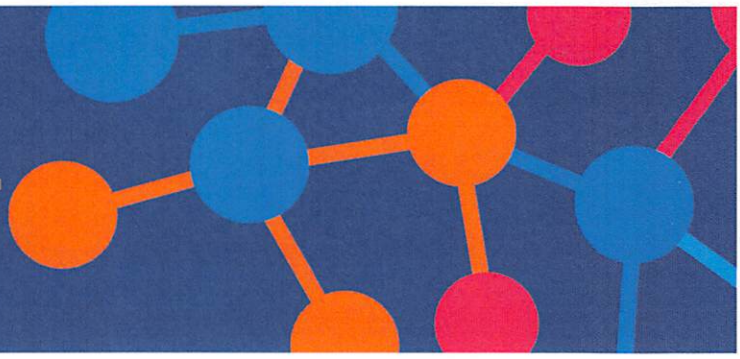
- Grade "B" or better for Graduate coursework
- Grade "C" or better for Undergraduate
- Pass "P" for Pass/Fail coursework
- Grade "C" or better for Certificate Programs

How to Apply

Tuition Reimbursement Program (HR1) policy and the Tuition Reimbursement Request Form are available online through the Talent Development Department's Tuition Reimbursement Program/Forms page (<http://mymetro/TD/Pages/Tuition-Assistance.aspx>).

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The Request Form is currently only available by logging in through a Metro computer and following these steps.

1. mymetro.net
2. Departments
3. Talent Development
4. Forms
5. Tuition Reimbursement
6. Enter Badge and Hire Date (YYYYMMDD).
7. Enter Contact and Educational/Course Information.
8. Submit and Print.
9. Sign Request Form and Obtain Required Signature Approvals.
10. Forward Request to Program Coordinator.

Please review program guidelines for participation and compliance.

For more information including schools and program accreditation, please contact,

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Talent Development
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