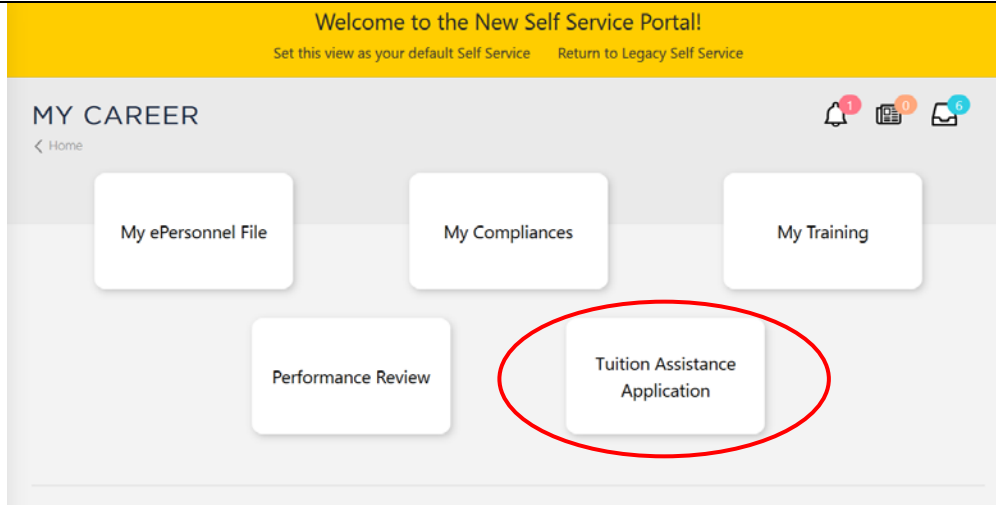
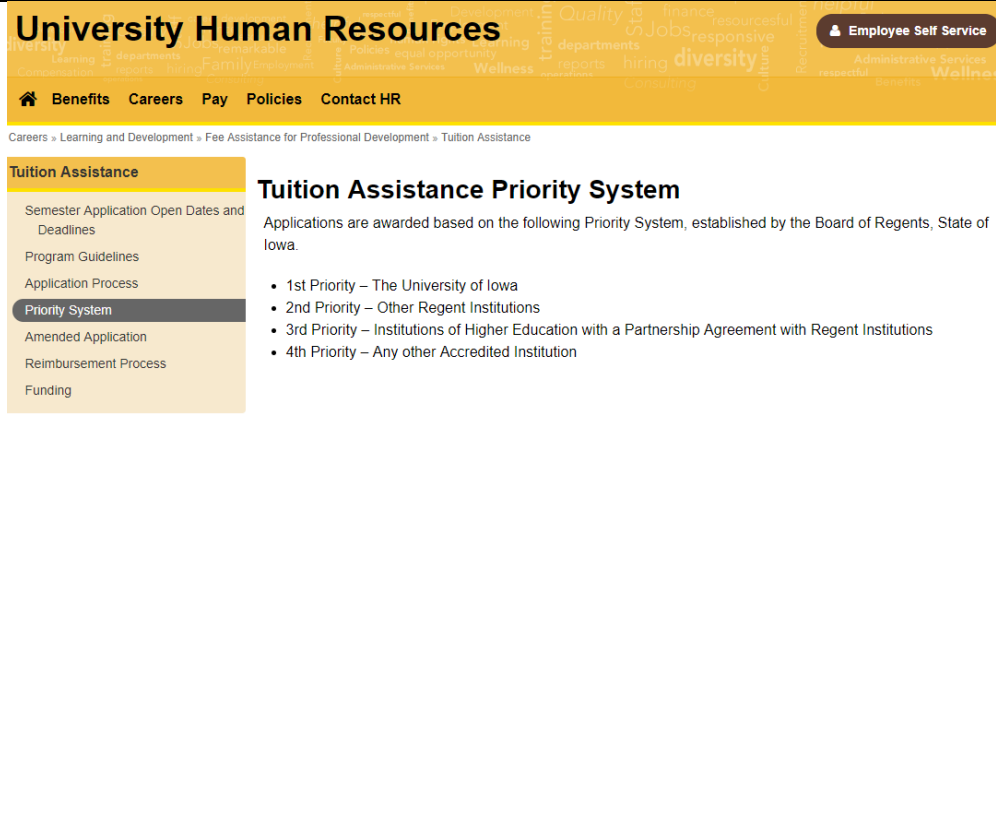


Attachment #1

Tuition Assistance Tip sheet

The Tuition Assistance program allows eligible faculty and staff to apply for financial assistance to help defray the cost of tuition (excluding other fees) for one college credit course (up to four semester hours).

 <p>Welcome to the New Self Service Portal! Set this view as your default Self Service Return to Legacy Self Service</p> <p>MY CAREER</p> <p>My ePersonnel File My Compliances My Training</p> <p>Performance Review Tuition Assistance Application</p>	<p>1. Access the ‘My Career’ section of Employee Self Service at https://hris.uiowa.edu and click on the link for “Tuition Assistance Application.”</p> <p>Take note of the eligibility requirements:</p> <ul style="list-style-type: none"> • Must be appointed to a "regular appointment", 50% time or greater; and • Must be employed one continuous year by the application deadline in a "regular" appointment.
 <p>University Human Resources</p> <p>Employee Self Service</p> <p>Benefits Careers Pay Policies Contact HR</p> <p>Careers » Learning and Development » Fee Assistance for Professional Development » Tuition Assistance</p> <p>Tuition Assistance</p> <ul style="list-style-type: none"> Semester Application Open Dates and Deadlines Program Guidelines Application Process Priority System Amended Application Reimbursement Process Funding <p>Tuition Assistance Priority System</p> <p>Applications are awarded based on the following Priority System, established by the Board of Regents, State of Iowa.</p> <ul style="list-style-type: none"> • 1st Priority – The University of Iowa • 2nd Priority – Other Regent Institutions • 3rd Priority – Institutions of Higher Education with a Partnership Agreement with Regent Institutions • 4th Priority – Any other Accredited Institution 	<p>2. Take note of the application deadlines. Applications are awarded in the order in which they are completed (after supervisor approval in workflow), following the priority system, until funding for that period is exhausted. Setting a calendar reminder to apply first thing in the morning of these dates is helpful, as well as alerting your supervisor to approve once submitted as soon as possible:</p> <ul style="list-style-type: none"> • Spring semester - Second Friday in November • Summer semester - Second Friday in April • Fall semester - Second Friday in June

External Coursework

If awarded tuition assistance for external coursework, the faculty/staff member will initially pay for external course registration. Tuition assistance will not be paid until after successful completion of the external course, and submission of all required reimbursement documentation. All reimbursement information must be submitted within by the following deadlines:

- Spring Semester Awards – reimbursement must be submitted by the **first Wednesday in June**.
- Summer Semester Awards – reimbursement must be submitted by the **second Wednesday in September**.
- Fall Semester Awards – reimbursement must be submitted by the **second Wednesday in January**.

Reimbursement will be denied if all proper documentation is not completed and received by the reimbursement deadlines noted above.

Direct deposit

- Log into Employee Self-Service using your HawkID and password
- Select the *Personal* tab and locate *University Bill* under the *General* column header
- Select *Set Your Refund Account*
- Follow the instructions to set up direct deposit

3. Tuition assistance for UI coursework will be credited directly to the recipient's U-bill. For external coursework, the staff member will initially pay for the coursework. Make sure to be aware of the reimbursement deadlines. Some external coursework providers provide a discount for University of Iowa employees—ask!

To be eligible for reimbursement, at the completion of the non-UI course, refer to the documentation requirements on the tuition assistance website at <https://hr.uiowa.edu/tuition/reimbursement>