

FREQUENTLY ASKED QUESTIONS

How can I find out if the program I want to study is covered by the Fund?

Check with your TUF Field Coordinator before you begin your program. The Tuition Assistance benefit covers required college-credit courses that lead to a Post—Secondary Certificate, Associate’s, Bachelor’s, Master’s or PhD that can be used for advancement with your employer or in the health care field.

What are the first steps for a Tuition Voucher?

Contact a TUF Field Coordinator to discuss your plans, including which college you hope to attend and what program you intend to pursue.

I work part-time; am I eligible?

Those working between 3/5 time and full-time are eligible for 85% of the full-time benefit.

Does TUF pay for books?

No. TUF pays for tuition and mandatory fees, only. We do not cover materials, supplies, uniforms or fees that can be waived.

May I enroll in an on-line degree program?

Yes, if you are taking college credit courses at an accredited college. Online courses are covered under the same eligibility and application guidelines as in-person college degree programs.

Are per diem employees eligible for Continuing Ed and Tuition Assistance benefits?

Please check with you Field Coordinator to find out whether per diem employees are covered at your workplace.

CONTACT THE 1199SEIU TRAINING FUND

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Colleges that accept TUF Tuition Voucher

Bridgewater State University ♦ Bristol Community College ♦ Bunker Hill Community College ♦ Cape Cod Community College ♦ Community College of Rhode Island ♦ Fitchburg State University ♦ Framingham State University ♦ Greenfield Community College ♦ Holyoke Community College ♦ Massasoit Community College ♦ Mass Bay Community College ♦ Middlesex Community College ♦ Mt. Wachusett Community College ♦ North Shore Community College ♦ Northern Essex Community College ♦ Quincy College ♦ Quinsigamond Community College ♦ Roxbury Community College ♦ Salem State University ♦ Springfield Technical Community College ♦ UMass-Amherst ♦ UMass-Boston ♦ UMass Dartmouth ♦ UMass Lowell ♦ Westfield State University ♦ Worcester State University



Guide to Your 1199SEIU TUF Tuition Assistance and Continuing Education

EFFECTIVE
2018 –2019

GENERAL ELIGIBILITY for

Tuition Assistance (voucher or reimbursement)

and Continuing Education reimbursement:

- **Work in a bargaining unit position**
- **Work a minimum of 3/5 time (60% of a full-time position)**
- **Reach your one-year anniversary by the beginning of the semester for which you are seeking assistance.**

The 1199SEIU Training and Upgrading Fund (TUF) is a joint labor-management program that aims to enhance employee education and career opportunities and improve the quality of care. The core benefits provide financial resources for those pursuing higher education, and professional /continuing education, along with education and career counseling. In addition, TUF provides a wide variety of skill enhancement classes at worksites and convenient geographic locations throughout the state.

CONTINUING EDUCATION

- Receive reimbursement of tuition and approved registration fees for conferences, workshops, seminars, and other programs related to your continuing and professional education.
- Check with TUF Field Coordinator before your program begins to find out what you will need to document your program.
- Reimbursement is for a maximum of \$750 per calendar year for full-time employees; pro-rated for part-time employees.
- THE REQUIRED CONTINUING EDUCATION REIMBURSEMENT APPLICATION DOCUMENTS MUST BE SUBMITTED WITHIN 60 DAYS OF THE PROGRAM/ACTIVITY COMPLETION.

Continuing Ed Reimbursement is NOT provided for:

- Examination fees
- Lodging, travel and materials expenses
- Prep courses for any graduate level entrance exams (i.e. GMAT, GRE, MCAT)
- Recertification fees or exams



TUITION VOUCHER

Up to 6 college credits per semester, to a maximum of 16 credits per year at the following rates. (Pro-rated for part-time employees)

The Tuition Voucher Program allows you to take courses at **certain colleges (SEE LIST ON BACK)** without having to pay up-front tuition costs.

Associate's Degree: \$3700 per calendar year

Bachelor's and Graduate Degrees:

\$5250 per calendar year

- Check with the TUF staff to determine which non-health care majors are approved before enrolling in any program.
- If you receive a grade of "C-" or below, including Withdrawal or Incomplete, you are required to re-pay the Training Fund for payments it has made to a college on your behalf.
- A new voucher application is required each semester. Contact TUF before you register for classes, so preliminary voucher arrangements can be made with your college.
- Students must submit their most recent transcript showing a G.P.A. of at least 2.0, with the program/major listed.

Applications for reimbursement must be submitted prior to the start of the semester, by the deadline listed below.

This applies to traditional 15-week semesters as well as schools with short terms, such as Fall I and Fall II.

Tuition Voucher and Reimbursement

DEADLINE DATES

Fall Semester August 10

Winter & Spring January 4

Summer Semester May 9

No late applications accepted!

TUITION REIMBURSEMENT

Up to 6 college credits per semester, to a maximum of 16 credits per year at the following rates.

(Pro-rated for part-time employees)

Associate's Degree: \$3700 per calendar year

Bachelor's & Graduate Degrees:

\$5250 per calendar year

- Check with the TUF staff to determine which non-health care majors are approved before enrolling in any program.
- Reimbursement is for courses in which you receive a "C" or better.
- Courses taken on a Pass/Fail basis must be completed with a "P" and the transcript must show proof of credits earned.
- FINAL TUITION REIMBURSEMENT APPLICATION DOCUMENTS MUST BE SUBMITTED WITHIN 60 DAYS OF THE END OF THE SEMESTER.
- You must have a zero balance on your tuition account for the semester when applying for reimbursement.

ALL Tuition Voucher and Tuition Reimbursement participants MUST APPLY FOR FINANCIAL AID.

All non-merit financial assistance excluding loans will be applied before TUF resources.

All participants must complete a W-4 form. Training Fund benefits over \$5,250 per calendar year are subject to state and federal taxes.