



Tuition Assistance Frequently Asked Questions

Residents and Fellows represented by the Committee of Interns and Residents (CIR)

Question	Answer
Annual Benefit	
<p>1. What is the annual maximum benefit?</p> <p>2. What is the reimbursement year?</p>	<p>Full-time (36+ hours per week): \$5,250 Part-time (20-35 hours per week): \$2,625 Physicians, faculty and investigators (0.5 FTE+): \$5,250</p> <p>Reimbursement for CEUs/CMEs is capped at \$1,500 for full-time employees and \$750 for part-time employees. Reimbursement for CEUs/CMEs will count towards your total annual maximum reimbursement.</p> <p>The program runs on a calendar year basis. Your annual allotment will renew on January 1 every year. Reimbursement will apply to the calendar year in which payment is made.</p>
Eligibility	
<p>3. When can I start using tuition assistance?</p> <p>4. Can I be reimbursed for a course or exam that begins before I complete three months of continuous employment?</p> <p>5. Can I be reimbursed for a course or exam that ends after my last day of employment?</p>	<p>You are eligible for tuition assistance after three months of continuous service with Mass General Brigham.</p> <p>No. The course or exam must begin after you complete three months of employment. For example, if you take the USMLE Step III exam before you complete three months, it will not qualify for reimbursement.</p> <p>No. Your employment status upon course completion will determine eligibility. You must be actively employed at the time of course/exam completion for your expense to qualify for reimbursement. All required documentation, including proof of passing grade and payment, must be submitted on or before your last day of employment.</p>

Question	Answer
Eligible course of study	
<p>6. What type of courses are eligible for reimbursement?</p>	<p>Examples of eligible courses:</p> <ul style="list-style-type: none"> • Basic Education (GED/Diploma, CLEP, ESOL) • Degree programs (Associates, Bachelor’s, Master’s, Doctoral degrees) • Individual courses (taken for academic credit) • Licensure and Certification courses and exams (Reimbursement for <u>courses and exams only</u> and not for the fees required to obtain or renew the license/certification itself. • CEU/CME <p><i>Refer to the Tuition Assistance Policy and Eligible Courses and Expenses Grid for more details.</i></p>
<p>7. Are there any requirements for where I take the course?</p>	<p>In general, courses must be taken at an accredited educational institution. Please note that licensure, certification and CME/CEU courses have different accreditation requirements. <i>Refer to the Tuition Assistance policy and Eligible Courses and Expenses Grid for more details.</i></p>
<p>8. Does the course have to be relevant to my role at MGB?</p>	<p>The course must be directly related to your current position or assist you in transitioning to a new role at MGB.</p>
Eligible Expenses	
<p>9. What type of expenses qualify for reimbursement?</p>	<p>Once you are enrolled in an eligible course of study, eligible expenses required by that course will be reimbursed upon successful completion of your course. These expenses include, but are not limited to, tuition, required course material (e.g., books, e-books, and book rental fees), exam fees, certification and license courses. <i>Refer to the Tuition Assistance Policy and Eligible Courses and Expenses Grid for more details.</i></p>
<p>10. Does my licensure renewal fee qualify for reimbursement?</p>	<p>Licensure <i>courses and exams</i> may be eligible for reimbursement, but the renewal fees themselves are not. Due to Internal Revenue Service rules, tuition assistance programs may only reimburse expenses related to education, instruction, and training. Because renewal fees are not for instruction or training, they are not eligible for reimbursement.</p>



Question	Answer
<p>11. Are independent study materials, such as workbooks, question banks, flashcards, and practice exams, eligible for reimbursement?</p>	<p>Independent study materials are not eligible for reimbursement. Independent study materials include, but are not limited to, workbooks, question banks, flashcards, and practice exams. Required course materials (e.g., books, e-books, and book rental fees) may qualify for reimbursement if purchased in connection with an eligible course.</p>
Successful course completion	
<p>12. What grade must I attain to be reimbursed?</p>	<p>You must receive a minimum grade of "C" or better (for credit courses) or a "P" for pass/fail courses and proof of certification for certification courses. If you are taking an exam, you must pass the exam.</p>
Reimbursement	
<p>13. After I successfully complete my course, what documents must I submit to receive reimbursement?</p>	<p>You must submit proof of passing grade and proof of payment, such as an itemized invoice and paid receipt. <i>Refer to the Evidence Document for more details.</i></p>
<p>14. I have submitted my grade and copies of paid receipts. If approved, when will I receive reimbursement?</p>	<p>Once your application is reviewed for eligibility and approved, you will receive reimbursement for eligible expenses within two pay periods.</p>
Deadlines	
<p>15. What are the important deadlines I should know about to receive Tuition Assistance?</p>	<p>There are two key deadlines to know. You must submit your application for tuition assistance within 60 days of your course end date (however, it is strongly recommended that you apply two weeks in advance of your course start date to confirm course eligibility). You must submit all supporting documentation for reimbursement within 90 days of your course end date.</p>



Question	Answer
<p>16. What is the deadline to submit for reimbursement so that payment is made to me by the end of the current calendar year?</p>	<p>To receive reimbursement in the current year, you must submit an application and complete a reimbursement request no later than December 1. Please note that your submitted application must also be approved by your manager before you can submit a reimbursement request. Approval by a manager is the first step in the process, and does not mean final approval, which is granted by the tuition program staff. A reimbursement request must include proof of passing grade and proof of payment. If documentation must be returned to you for further clarification, reimbursement may be delayed and applied to the next calendar year.</p> <p>If your final grades will not be issued before December 1, a letter from your professor or school administrator stating that you will receive a passing grade or better will be accepted. The letter must be on official school letterhead, signed by your professor or school administrator, and submitted in PDF format by December 1. Reimbursement requests completed after Dec. 1 will count towards the following year's annual limit.</p>

Important: If there is any difference between these Frequently Asked Questions and the Tuition Assistance Policy, the provisions in the Tuition Assistance Policy will apply.

