

EDUCATIONAL FEE REIMBURSEMENT PROGRAM

CPC Benefited Employees, who are in good standing and have worked for the Corporation for more than 6 months, may be eligible to participate in the CPC Educational Fee Reimbursement Program – established to provide an opportunity for employees to continue their education and be reimbursed for some of the costs associated with those classes/degree program.

Guidelines:

1. Must be a Full-Time, Benefited, Cal Poly Corporation Active Employee
2. Must have worked at least 6-months as a CPC Benefited Employee and currently be in good standing
3. Must apply for the Education Fee Reimbursement Program through the CPC HR Department and get approval from the Program Coordinator (Jill Connelly – Employee Development Specialist)
4. Maximum Fee Reimbursement per Quarter (at Cal Poly or another college or university) or per Semester (at another college or university) equals the current Resident (in-state) cost for “Six or Less” quarter units at Cal Poly (costs vary depending on Degree Level)
5. Must attend an “accredited” college to receive reimbursement – see <http://ope.ed.gov/ACCREDITATION/SEARCH.ASPX> for a list of U.S. Department of Education Accredited Postsecondary Institutions and Programs
6. Must get at least a “C” in the class to receive reimbursement (C- or below is not reimbursable)
7. Permission to attend up to one class at Cal Poly (up to 4 hours per week) during work hours (per quarter) is at the sole discretion of the director/manager of the employee’s department.
8. If educational assistance benefits received exceed the IRS allowable amount for the year, Cal Poly Corporation will include that excess amount as income. This excess amount will be taxable.

Job-Related: Non-Degree Option (undergraduate or graduate) – at Cal Poly

- Class(es) must be related to your current job (as determined by your supervisor and the Fee Reimbursement Program Coordinator)
- Apply via paper application in the Admissions Building, Room 206 - Apply with an “Undeclared” Major
- Application Deadlines:
 - Fall Quarter – May 1
 - Winter Quarter – October 1
 - Spring Quarter – February 1
- There is no priority registration for CPC employees. Registration will be assigned based on number of credits earned in your program.

NOTE: if you apply for a specific quarter but do not register and actually take a class that quarter, you will need to re-apply. Once you attend your first quarter, you are then a “continuing student” and don’t have to take a class every quarter to remain active (check with the Cal Poly Registrar for more specific guidelines).

Career Development: Degree Option (undergraduate) – First Time Cal Poly Student

- Class(es) must be related to any position found within the Cal Poly Corporation (as determined by your supervisor and the Fee Reimbursement Program Coordinator)
- Apply via online electronic application at: www.csumentor.edu – \$55 Application Fee is required and is not reimbursable
- Apply with a specific (declared) Major
- CPC Employees must compete with all other candidates for admission – no preferential treatment is provided
- Application Deadlines:
 - Fall Quarter – October 1 through November 30 (Admission decisions made by April 1st)
 - Fall Quarter (Early Admission) – October 1 through October 31 (Admission decisions made by December 15th)
 - Winter Quarter – not accepting applications
 - Spring Quarter – not accepting applications

- NOTE: after your apply, go to the Admissions Office (Admin Bld, Room 206) and request that they “tag” your application as a CPC Employee
- Must send transcripts from all previous colleges attended
- There is no priority registration for CPC employees. Registration is assigned by a rotating alpha system (based on last name)

Career Development: Degree Option (undergraduate) – Previously Attended Cal Poly

- Same rules apply as in Career Development: Degree Option (undergraduate) – First Time Cal Poly Student, above, but the Application Process is PAPER, not on-line electronic
- Apply via paper application in the Admissions Building, Room 206

Career Development: Degree Option (graduate) – at Cal Poly

- Class(es) must be related to any position found within the Cal Poly Corporation (as determined by your supervisor and the Fee Reimbursement Program Coordinator)
- Apply via online electronic application at: www.csumentor.edu – \$55 Application Fee is required and is not reimbursable
- Cal Poly Graduate programs only admit students for Fall Quarter
- Application Deadlines – vary by department – see <http://admissions.calpoly.edu/applicants/graduate/deadlines.html>

Job-Related/Career Development: Degree/Non-Degree Option (undergraduate or graduate) – at all other accredited institutions of higher education (not Cal Poly)

- Class(es) must be related to your current job or any position found within the Cal Poly Corporation (as determined by your supervisor and the Fee Reimbursement Program Coordinator)
- Application deadlines vary by school – see specific institution for details
- After applying and being accepted into the CPC Fee Reimbursement Program, class tuition/fees are reimbursed after employee submits proof that they passed the class(es) with a grade of “C” or better (i.e., transcript, printed “report card” for that quarter/semester, etc.)

If you have any questions regarding the CPC Education Fee Reimbursement Program, contact Jill Connelly –Employee Development Specialist (Human Resources) at 756-5880.