

EDUCATIONAL REIMBURSEMENT PROGRAM

Cal Poly Corporation (CPC) benefited employees, who have worked for CPC for more than 12 months and are in good standing, may be eligible to participate in the CPC Educational Reimbursement Program. This program was established to provide an opportunity for employees to continue their education, providing value for both the employee and CPC, and allowing the employee to be reimbursed for some of the costs associated with the degree program.

Program Details:

1. The applicant must be a benefited, active CPC employee.
2. The applicant must have worked at least 12 months as a CPC benefited employee and be clear of any current disciplinary actions.
3. The applicant 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.
4. The applicant must be admitted to a matriculated program at Cal Poly or other accredited college. Job related courses at accredited institutions will be subject to the respective department training budget and approval process.
5. The employee must apply for the Educational Reimbursement Program through the CPC human resources department and get approval from the applicant’s immediate manager, department head, employee development specialist (HR), vice president of commercial services and executive director or his/her designee. This application must be approved prior to the term in which the employee will seek reimbursement.
6. Applicant will pay for all course registration fees at the beginning of each educational term and is responsible for registering and paying fees according to each accredited institution’s guidelines, including Cal Poly.
7. The maximum fee reimbursement per year (at Cal Poly or another college or university) equals the current resident (in-state) cost for “six or less” quarter units at Cal Poly for three quarters (fall, winter and spring). Costs vary depending on degree level. Books and materials are not eligible for reimbursement.
8. Participants are not eligible for reimbursement for summer quarter at Cal Poly or another accredited institution.
9. For undergraduate courses, the participant must earn at least a “C” in the class to receive reimbursement (C- or below is not reimbursable). For graduate courses, the participant must earn at least a “B” in the class to receive reimbursement (B- or below is not reimbursable).
10. Permission to attend up to one class at Cal Poly during work hours (up to 4 hours per week per quarter) is at the sole discretion of the participant’s manager and department head. Participants of other accredited institutions are not allowed to use paid time to attend class. Studying on paid time is prohibited.
11. If educational assistance benefits received exceed the IRS allowable amount for the year, CPC will include that excess amount as income. This excess amount will be taxable.
12. If the educational reimbursement participant leaves his/her CPC position during the educational term, the participant will be responsible for paying for all fees associated with the term and reimbursement will not be approved.
12. Request for reimbursement must be submitted no later than 30 days after grades are published.

Career Development: Degree Option (undergraduate and graduate) – Cal Poly

- The applicant’s major must be related to the employee’s current position at CPC (as determined by the applicant’s supervisor, department head and the Educational Reimbursement Program coordinator).
- Apply via online electronic application at: www.csumentor.edu – The application fee is required and is not reimbursable. All registration fees must be paid by the participating employee at the beginning of the term.
- If you have previously attended Cal Poly, the application process is PAPER, not online electronic. Apply via paper application in the Admissions Office, Administration Building, Room 206.
- Employees must apply with a specific (declared) major.
- CPC employees must compete with all other candidates for admission – no preferential treatment is provided.
- Application deadlines for Cal Poly (undergraduate):

- Fall Quarter – October 1 through November 30 (Admission decisions made by April 1)
- Winter Quarter – not accepting applications
- Spring Quarter – not accepting applications
- Application deadlines for Cal Poly graduate programs vary by department and most only admit students for fall quarter. Refer here for more information <http://admissions.calpoly.edu/applicants/graduate/deadlines.html>
- After the employee's Cal Poly application is submitted, go to the Admissions Office (Admin Bldg, Room 206) and request that they "tag" your application as a CPC employee.
- There is no priority registration for CPC employees. Registration will be assigned based on number of credits earned in the designated program.
- After applying and being accepted into the CPC Educational Reimbursement Program, class tuition/fees are reimbursed after the employee submits proof that the class(es) was passed with a grade of "C" or better for undergraduate programs and "B" or better for graduate programs (i.e., printed "report card" for that term).
- Request for reimbursement must be submitted no later than 30 days after grades are published.

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

- The applicant's major must be related to the employee's current position at CPC (as determined by the applicant's supervisor, department head and the Educational Fee Reimbursement Program coordinator).
- Application deadlines for the Educational Fee Reimbursement Program coincide with Cal Poly deadlines. All registration fees must be paid by the participating employee at the beginning of the term.
- Admittance deadlines to accredited institutions vary by school – see specific institution for details and admittance application.
- After applying and being accepted into the CPC Educational Reimbursement Program, class tuition/fees are reimbursed after employee submits proof that the class(es) was passed with a grade of "C" or better for undergraduate programs and "B" or better for graduate programs (i.e., printed "report card" for that term).
- Request for reimbursement must be submitted no later than 30 days after grades are published.

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

- Class(es) must be related to the employee's current position at CPC (as determined by the applicant's supervisor, department head and the Educational Reimbursement Program coordinator).
- Job related classes must be taken at Cal Poly in order to be eligible for the educational fee reimbursement program.
- Apply via paper application in the Admissions Office, Administration Building, Room 206 - apply with an "undeclared" major.
- Application deadlines for the Educational Reimbursement Program follow the published Cal Poly Office of the Registrar schedule. The participating employee must pay all registration fees at the beginning of the term.
- There is no priority registration for CPC employees. Registration will be assigned based on number of credits earned in your program.
- After applying and being accepted into the CPC Educational Reimbursement Program, class tuition/fees are reimbursed after employee submits proof that the class(es) was passed with a grade of "C" or better for undergraduate programs and "B" or better for graduate programs (i.e., printed "report card" for that term).
- Request for reimbursement must be submitted no later than 30 days after grades are published.

Job-Related: Non-Degree Option – at all other accredited institutions of higher education (not Cal Poly)

- Job related courses and/or certificate programs at other institutions will be subject to the respective department training budget and approval process. These courses do not require HR approval.

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).

If you have questions regarding the CPC Educational Reimbursement Program, contact Jill Connelly – HR Manager, Benefits & Employee Development at 756-5580 or jconnel@calpoly.edu.