

Tuition Remission: Employee FAQ

How do I use the Tuition Remission program?

Contact your human resources representative to determine if you're an eligible employee and receive a Certificate of Eligibility. Next, check with your local college to see if you are eligible to enroll and ask them if they accept tuition remission (**not** tuition reimbursement) for the classes you'd like to take. If you're eligible, work with your human resources representative to complete the Certificate of Eligibility and mail it to the Providers' Council. After the form is approved, the Council will mail it back to your HR department and you should then bring the signed & stamped Certificate to the school in place of your tuition payment. *Original, double-sided Certificates will only be accepted.*

Which classes can I take?

You can take any classes that are state-supported at a participating school. Most evening and weekend courses are **not** state supported, as they are run as continuing education classes. Classes may be in the Continuing Education Department one semester and not the next; this is based on the school's financial allocation, not on the type of class. The schools do not provide the Providers' Council with a list of state-supported courses, so please contact the school you'd like to attend to confirm if the class you want to take is eligible. *Summer courses may be eligible for tuition remission, depending on the school.*

Can I take online classes?

It depends on the funding for the particular online class. Not all schools accept tuition remission for online classes. We recommend interested employees call the school registrar to check if they will accept tuition remission for the particular online class before filling out a Certificate of Eligibility.

Do I need to pay fees for the class?

Yes, you are responsible for all fees. Tuition Remission offers free tuition to eligible employees at participating state colleges, universities, and community colleges. However, program participants will still need to pay fees and the cost of books. We strongly encourage employees to check the cost of fees before applying for Tuition Remission. Fees are generally more than tuition at state schools.

When should I fill out and send in the Certificate of Eligibility?

The completed double-sided Certificate of Eligibility should be sent to the Providers' Council at least 30 days prior to the start of the class.

Schools that Accept Tuition Remission:

Berkshire Community College	Mt. Wachusett Community College
Bridgewater State University	North Shore Community College
Bristol Community College	Northern Essex Community College
Bunker Hill Community College	Quinsigamond Community College
Cape Cod Community College	Roxbury Community College
Fitchburg State University	Salem State University
Framingham State University	Springfield Technical Community College
Greenfield Community College	University of Massachusetts – Amherst
Holyoke Community College	University of Massachusetts – Boston
Massachusetts Bay Community College	University of Massachusetts – Dartmouth
Massachusetts College of Liberal Arts	University of Massachusetts – Lowell
Massachusetts College of Art	Westfield State University
Massasoit Community College	Worcester State University
Middlesex Community College	

For more information and to receive a Certificate of Eligibility, contact your agency's human resources department.