

**COMPARISON OF ESSENTIAL FEATURES OF EAP AND TUITION WAIVER
FY 2012**

	EDUCATIONAL ASSISTANCE EAP	TUITION WAIVER TW	TUITION WAIVER FOR DEPENDENT/SPOUSE
1. Eligible Employee	Full or part-time (with benefits), 6 months at the College in an eligible position. Courses taken during the 6 month waiting period are <u>not</u> eligible for reimbursement.	Full-time Faculty, Staff, part-time bargaining and non-bargaining staff (with benefits), no waiting period.	Full-time Faculty, Staff, part-time bargaining and non-bargaining Staff (with benefits), Dependent/spouse is defined as a lawful spouse, domestic partner meeting the eligibility requirements for group insurance, or any unmarried child (natural, step, or legally adopted) of an eligible employee who is less than 26 years old No waiting period.
2. Eligible Study	<p>A knowledge or skill related formal course or short-term training program (including self-study and testing fees) which is job-related or a requirement in a job-related degree program, or will prepare one for a higher level position, or will allow one to change careers at the College. One professional membership per fiscal year is eligible. Art, hobby and recreational courses are NOT eligible for EAP coverage unless a requirement in a degree program.</p> <p>In addition, a non-bargaining staff employee shall be eligible for <u>reimbursement</u> of up to \$500 in FY12 and FY13 combined for travel expenses related to a professional development conference that has been approved under the EAP program. These funds shall not exceed \$75,000 in total.</p>	<p>CREDIT COURSES ONLY.</p> <p>No audit or non-credit courses (Continuing Education courses are NOT eligible for Tuition Waiver).</p> <p>If class was previously failed (and paid for utilizing Tuition Waiver) tuition waiver will not be applied for the same class.</p>	<p>CREDIT COURSES ONLY.</p> <p>No audit or non-credit courses (CE courses).</p> <p>If class was previously failed (and paid for utilizing Tuition Waiver) tuition waiver will not be applied for the same class.</p>
3. Eligible Institution	Accredited or professionally recognized institution.	Montgomery College credit courses (earn grade and credit)	Montgomery College credit courses (earn grade and credit)
4a. Maximum Benefit For <u>full-time Faculty and Non-Bargaining full-time Staff</u> for those not taking graduate or undergraduate coursework.	<u>\$2,020.00</u> individual limit for FY2012 provided that the total EAP benefits payable to eligible non-bargaining staff for FY12 shall not exceed \$387,798	No limit (continuous satisfactory work performance required). Consolidated fees may be covered under EAP when the course meets EAP guidelines and	No limit.

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and for faculty shall not exceed \$259,522.

funds are available.

<p>4b. Maximum Benefit for <u>non-bargaining full-time Staff</u> enrolled in graduate or undergraduate coursework beyond the Associate's Degree level, and for <u>full-time Faculty</u> enrolled in the graduate course work beyond the Master's level.</p>	<p>The maximum EAP benefit can exceed the \$2,020 by an amount such that total reimbursement would be the greater of \$2,020 or the amount equal to the University of Maryland College Park rate for in-state tuition and fees for graduate or undergraduate coursework for each credit, up to a maximum of six (6) credits, provided that the total EAP benefits payable to eligible non-bargaining staff for FY12 shall not exceed \$387,798 and for faculty shall not exceed \$259,522.</p>	<p>No limit (continuous satisfactory work performance required). Consolidated fees may be covered under EAP when the course meets EAP guidelines and funds are available.</p>	<p>No limit.</p>
<p>4c. Maximum Benefit for <u>full-time Bargaining unit Staff</u> not taking graduate or undergraduate coursework.</p>	<p>\$2,020.00 individual limit for FY 2012, provided that the total EAP benefits payable to eligible bargaining staff for FY10 shall not exceed \$202,680.</p>	<p>No limit (continuous satisfactory work performance required). Consolidated fees may be covered under EAP when the course meets EAP guidelines and funds are available.</p>	<p>No limit.</p>
<p>4d. Maximum Benefit for <u>Bargaining full-time Staff</u> enrolled in graduate or under-graduate coursework beyond the Associate's Degree level.</p>	<p>The maximum EAP benefit can exceed \$2,020 by an amount such that the total reimbursement would be equal to the University of Maryland College Park rate for in-state tuition and fees for graduate or undergraduate coursework for each credit, up to a maximum of six (6) credits, provided that the total EAP benefits payable to eligible bargaining staff for FY12 shall not exceed \$202,680.</p>	<p>No limit (continuous satisfactory work performance required). Consolidated fees may be covered under EAP when the course meets EAP guidelines and funds are available.</p>	<p>No limit.</p>
<p>4e. Maximum Benefit for <u>Eligible Part-Time Staff</u>.</p>	<p>EAP benefits are prorated based on the number of hours worked, and are subject to aggregate EAP dollars available to bargaining and non-bargaining units.</p>	<p>No limit (continuous satisfactory work performance required). Consolidated fees may be covered under EAP when the course meets EAP guidelines and funds are available.</p>	<p>No limit.</p>
<p>5. Scheduling Study</p>	<p>A makeup work schedule may be</p>	<p>OUTSIDE OF NORMAL WORKING</p>	<p>No schedule limitation.</p>

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	approved by a supervisor if it does not result in harmful interruption of normal service.	HOURS ONLY.	
6. Course Load	No limit other than continued satisfactory performance on the job and maximum benefit as listed above.	No limit.	No limit.
7. Payment	An original paid receipt or registration form/invoice is needed. Payment will be made to the employee or the organization.	Student financial record is adjusted to reflect TW.	Student financial record is adjusted to reflect TW.
8. Process	Complete and sign appropriate EAP application and submit to the Office of Human Resources (OHR) through your supervisor. When the form is returned to you with the approval of the Chief HR Officer, attach your original paid receipt, or registration form/invoice and copy of approved form and return both for processing for payment.	Register for classes (do not pay). Submit completed online tuition waiver application (via MyMC). Notifications are sent via e-mail. TW will be applied by OHR Office. You must be registered or else payment cannot be applied.	Register for classes (do not pay). Employee and dependent/spouse complete online TW application for Dependent/Spouse. Forward marriage certificate or most recent Federal Tax return to OHR. TW will be applied by OHR (student must be registered or payment cannot be applied).
9. Change in Original Request	ANY CHANGE to your original request requires notification to OHR. This includes dropping a course, or if a workshop is cancelled. If there is a change in vendor or date, this needs to be communicated in writing to OHR.	OHR must be notified of any change to your original request. This includes dropping the course, course cancellation by the college, or change course number or section.	OHR must be notified of any change to your original request. This includes dropping the course, course cancellation by the college, or change course number or section.
10. Books	Reimbursement for books and required supplies that meet EAP guidelines can be obtained by sending an original receipt with an approved copy of your request for the course to OHR.	EAP guidelines apply for books and consolidated fees.	DOES NOT APPLY
11. Certificate of Satisfactory Completion	Original copy of certificate, grade or document of course, workshop or seminar that designates satisfactory completion must be submitted to be eligible for future EAP funds. Original will be returned to employee.	Grade of "D" or better required as satisfactory completion.	Grade of "D" or better required as satisfactory completion.