

WELCOME

NEW MAINERS



## Questions to Ask Your Employer's Human Resource Manager

- 1. Does this organization cover the cost of additional training and/or college courses?** This is an important question to ask as some employers are able to help pay for college courses or some types of training, while other are not.
- 2. Which costs are covered?** Sometimes, reimbursement programs cover your tuition, fees, textbooks and other required supplies. Other times, they only cover a certain dollar amount of your expense. Find out **exactly** what your employer will cover so you will know exactly what your costs will be.
- 3. Do I have to be enrolled in a degree program?** Some employers only pay for undergraduate and graduate degrees where a student is "matriculated" in a degree program. Others might also cover certificate programs. The amount of the coverage may depend on your program.
- 4. Do I have to keep a minimum grade point average?** Many employers require a minimum GPA or specified course grade in order to provide reimbursement for the course. Be sure you know the requirements before you take the course.
- 5. Is there a payment schedule or timeline?** Ask your employer if they will provide funding up front. If not, you may need to pay for the course first and then be reimbursed (which may be dependent on completing the class and receiving a specified grade). If your employer will be reimbursing you, talk with your college to see your bill can be deferred until you complete your class (assuming you can provide documentation from your employer).
- 6. How long do I have to be employed to receive tuition reimbursement?** Many employers require you to be employed for a specified period of time before you can receive this benefit.
- 7. Am I limited to certain fields of study?** Some employers may only provide tuition reimbursement for programs directly related to your company's industry or your specific job responsibilities, so be sure to ask in advance.
- 8. How do I apply for benefits? Be sure to find out if there is a form that needs to be completed, and if so, when.** Also check to see what documentation from the school is required, like a copy of the bill or your transcript after the class is completed.
- 9. Are there any benefits available to my family members?** Ask your employer if they provide any coverage for spouse or children.

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