



# TUITION REIMBURSEMENT

## Policies and Procedure

### **Conditions to Participate:**

- The applicant must be employed with DriveTime at least 60 days at the time the class is scheduled to begin.
- Only Full- or Part-Time Employees are eligible. The applicant cannot be a Long Term Intern, a Short Term Intern, in a Temporary Position, or on Leave.
- The applicant must be able to cover the upfront cost of Tuition. We only reimburse.
- If employment with the company terminates for any reason within one (1) year after completing the course, the employee must agree to pay the company back.

### **Educational Institutions:**

- The institution must be an adult education or secondary school within an established school district approved by the State Department of Education or an accredited College or University.
- DriveTime has partnered with nationally accredited colleges to approve certain DriveTime FastLane courses for college credit. In addition, both the University of Phoenix and DeVry University, including its Keller Graduate School of Management, offer DriveTime employees a discount on their tuition.
  - Through the University of Phoenix, DriveTime employees receive 5% off their tuition total.
  - At DeVry, a DriveTime employee can receive up to 15% off their tuition total (excluding students in DeVry's Master in Education (MSEd) program or those enrolled in the graduate certificate programs offered through the MSEd program).

### **Course Requirements:**

- Most courses are reimbursable as long as it is part of an approved degree program. You may be required to provide a Major Map/Unofficial Transcript showing that you are actively progressing in your degree program.
- Advanced degrees are subject to DriveTime approval and must be job related.

### **Reimbursement Schedule for Degree Programs:**

- Tuition will be reimbursed for approved courses according to the following schedule:
  - Community College: A, B, C = 100% reimbursement  
Pass = 100% reimbursement (Pass/Fail classes only)
  - Universities: A = 100% reimbursement  
B = 100% reimbursement  
C = 80% reimbursement  
Pass = 100% reimbursement (Pass/Fail classes only)

### **Reimbursement Schedule for Certificate Programs:**

- Tuition will be reimbursed for job related courses approved by DriveTime according to the following schedule:  
A = 100% reimbursement

B = 80% reimbursement  
C = 60% reimbursement  
Pass = 100% reimbursement (Pass/Fail classes only)

**Understanding What Is Reimbursable:**

- Tuition alone will be reimbursed for approved courses.
- Books and any other fees (registration, class/laboratory, technology, parking, transportation, e-books, meals, etc.) are **not** reimbursable expenses.
- Loans both subsidized and unsubsidized are reimbursable.
- **Grants and Scholarships** are not reimbursable. However, we are willing to assist applicants if the amount of their tuition exceeds the total they receive from their Grant or Scholarship.

**Calculating Your Maximum Reimbursement:**

- Employees using DriveTime as their *only* Tuition Assistance source will be reimbursed at the end of each course and qualify for a total Tuition Reimbursement of:
  - Up to \$5,250 per calendar year--Full Time Employees.
  - Up to \$3,150 per calendar year--Part Time Employees.

**\*\*Note:** This maximum reimbursement amount is based on a calendar year, not an academic year.

- Employees receiving assistance outside of DriveTime (Grants, Scholarships, etc.) will be reimbursed at the end of the calendar year and will receive an **adjusted maximum reimbursement** based on the following formula:

**Annual Tuition Rate – Annual Grant/Scholarship Total = New Maximum Tuition Reimbursement**

- Employees must understand and accept that they will only be reimbursed at the end of the calendar year if they receive Tuition Assistance outside of DriveTime.
  - Employees must be willing to provide additional documentation, such as their unofficial transcript showing all courses and grades taken that year **AND** an award document showing the amount received from their Grant or Scholarship.
- There is no maximum reimbursement amount under the Certificate Program.

**Questions:**

Contact us at **RM-Tuition Reimbursement**

Interested in Applying?

<http://dash/corp/fastlane/Pages/Tuition-Reimbursement-New>