



FORT WAYNE METALS

Updated May 30, 2023

Educational Assistance Program: Overview

Undergraduate Degrees

Educational assistance is available for employees seeking an associate or bachelor's degree at a learning institution regionally accredited by the Department of Education. Reimbursements are not given for sports, hobby, or continuing education courses; "for credit" courses only.

Employees are eligible to enroll in the Educational Assistance program immediately following employment. The employee's start date must be on or before the first day of class to receive reimbursement.

Undergraduate tuition reimbursements are indexed to Purdue Fort Wayne University (PFW) undergraduate credit hour rates as established by the University. If an employee chooses to pursue a degree at another accredited institution, they may do so; however, the reimbursement per credit hour will be no greater than PFW's cost per credit hour.

Along with the completed Educational Assistance application employees must also submit proof of application of the Free Application for Federal Student Aid (FAFSA). The FAFSA determines eligibility for student financial aid and many universities require it for grants and scholarships. Any grants or scholarships the employee receives will be deducted from their total billed expenses and then any remaining balance will be considered as tuition and Fort Wayne Metals assistance will be calculated per the normal process; an employee will not receive more assistance than their billed expenses.

Graduate Degrees

Educational assistance is available for employees seeking a master's or PhD degree at a learning institution regionally accredited by the Department of Education. Educational assistance for a graduate degree is considered on a case-by-case basis. Reimbursements are not given for sports, hobby, or continuing education courses; "for credit" courses only.

Employees are eligible to enroll in the Educational Assistance program immediately following employment. The employee's start date must be on or before the first day of class to receive reimbursement.

Graduate tuition reimbursements are indexed to Purdue Fort Wayne University (PFW) undergraduate credit hour rates as established by the University. If an employee chooses to pursue a degree at another accredited institution, they may do so; however, the reimbursement per credit hour will be no greater than PFW's cost per credit hour.

Part-Time Employees

All part-time employees are eligible to receive up to ½ cost of tuition indexed to PFW cost per undergraduate credit hour. Part-time employees are eligible to enroll in the Educational Assistance program immediately following employment. The employee's start date must be on or before the first day of class to receive reimbursement. Part-time employees will need to submit the Educational Assistance application and proof of FAFSA filing to enroll in the Fort Wayne Metals Educational Assistance program.

Alternative Work Schedule

Class time and coursework are not compensable. Coursework must be completed outside of regular working hours. Every effort should be made to schedule courses outside of work hours. If an employee needs to take a course offered during the employee's scheduled work hours, the employee may be excused from work if approved by their supervisor.

Clarifications

- The employee will be responsible for paying their university for all billed expenses. Educational assistance from Fort Wayne Metals will be reimbursed to the employee through direct deposit through their regularly scheduled paycheck.
- If an employee drops a course or fails to receive at least a "C" ("C-" or lower does not qualify for reimbursement), any amount that had been previously reimbursed for that course will be deducted from future educational reimbursements or will need to be repaid by the employee.
- Educational assistance is considered non-taxable income up to \$5,250.00 in total reimbursements in a calendar year. Any reimbursements beyond the \$5,250.00 threshold are considered taxable income. January 1st restarts the employee's total reimbursement back to \$0.00.
- Online degrees are acceptable if regionally accredited by the Department of Education.
- Fort Wayne Metals does not reimburse the following expenses: laptops, software, books, technology, lab or other fees. The cost of tuition is the only eligible reimbursement.
- The educational assistance program policy is subject to change in Fort Wayne Metals' sole and absolute discretion. Upon employment, further information defining the program will be provided by relevant HR representatives.