

Tuition Reimbursement Checklist

Employment Eligibility (must meet all requirements)

- I am currently an active regular status employee
- I am currently 100% FTE
- I have completed at least 12 months of continuous service with RCUH as a regular status employee
- I am in good standing (must not be on a new hire probation, performance probation, or disciplinary status)

Tuition Expense Eligibility (must meet all requirements)

- Course is related to my job
- Course is with a campus of the University of Hawaii (UH) system or another accredited institution of higher education (if comparable course is not offered at UH)
- Course is for a letter grade (A-F) and not “pass or fail.” Please note reimbursement payment will only be allowed for passing grade of “C” or higher.
- Course does not interfere with my work schedule or project needs, which has also been discussed with my Principal Investigator
- I am not receiving any other type of educational assistance

Tuition Reimbursement Application Processing

- [RCUH Tuition Reimbursement Application Form](#) has been completed and signed by me and my Principal Investigator
- Signed [RCUH Tuition Reimbursement Application Form](#), class registration (includes my name and course), and proof of tuition payment has been submitted to RCUH HR no later than 2 days BEFORE the start of class
- I received approval from RCUH HR

Tuition Reimbursement Payment Processing

- I have passed my class with a grade of “C” or better and have submitted my grade to RCUH HR within 30 days of completion of my class
- My mailing address is current on the RCUH Employee Self-Service