

Tuition Assistance Program

Regular full-time and part-time benefit eligible non-bargaining employees at Thomas Jefferson University and Jefferson Health in Center City, Jefferson Methodist Hospital, Abington – Jefferson Health, Jefferson Health – Northeast, Jefferson – Health New Jersey and Jefferson Health – Magee Rehabilitation are eligible for the Tuition Assistance Program. For additional information please refer to the Tuition policy or the tuition page in the My Benefits community in myJeffHub.

The Tuition Assistance Program is managed by International Scholarship and Tuition Services, Inc. (ISTS). To apply for tuition assistance you will be required to do an online application for either internal or external tuition assistance and upload your required documentation. You will be able to track the status of your request via MyTuition.jefferson.edu

Eligible applicants must follow the steps below to apply:

- Go to MyTuition.jefferson.edu
- Login using your campus key and password
- Information is automatically saved as you move from one page to the next
- You may exit at any time and return to make changes or complete the process until the deadline
- Review the Terms and Conditions and check that you understand and agree
- Click submit for your request to be considered
- Upload all required materials within the allotted timeframe

If you have any questions about the application process, email Jefferson@applyISTS.com, or by phone 866-820-2310.

	INTERNAL – PREPAY		EXTERNAL – REIMBURSEMENT	
Eligibility	Benefit eligible full and part time non-bargaining employees are eligible the first of the month on or after hire date. Courses must start after eligibility.			
% Eligible for Payment	90% of the tuition charge will be applied to your semester courses up to the calendar year maximum. Grants, scholarships and awards may reduce the amount.		80% of the tuition charge will be applied to your semester courses up to the calendar year maximum. Grants, scholarships and awards may reduce the amount.	
Calendar Year Maximum (Jan 1–Dec 31)	Undergraduate Full-time: \$5,000 Part-time: \$2,500	Graduate Full-time: \$7,500 Part-time: \$3,750	Undergraduate Full-time: \$3,200 Part-time: \$1,600	Graduate Full-time: \$5,000 Part-time: \$2,500
	Calendar year maximums will be based on when assistance is paid on internal prepay or external reimbursement.			
Requirements	<ul style="list-style-type: none"> • Tuition charge not including fees • Academic credit courses offered in a degree or certificate program • Courses must be related to a position at Jefferson 		<ul style="list-style-type: none"> • Tuition charge not including fees • Academic credit courses offered in a degree or certificate program • Certificate programs with classroom component • Courses must be related to a position at Jefferson • Sponsored by an accredited institution through the Council for Higher Education Accreditation list 	
Payment Options	Pre-pay. Amount sent directly to Jefferson upon submission of your online application and your Account Summary by Term from Banner. Upon completion of your course you are required to upload your Final Grade Page from Banner to the ISTS site.		Reimbursement is given to you in your paycheck with submission of your itemized bill, paid semester receipt and a grade of C or better or Pass on a Pass/Fail basis.	
	Please note: JeffSTAT EMS Education Center is currently not sponsored by an accredited internal or external institution; therefore, courses and programs will not eligible for prepay or reimbursement.			
	<i>In accordance with IRS regulations, any tuition benefit in excess of the Federal tax exempt limit (currently \$5,250 in a calendar year) will be treated as regular taxable wages and the employee will be responsible for all applicable taxes. For taxation purposes only, tuition benefit amounts will be applied to the calendar year in which they are paid.</i>			

