

Requesting Tuition Reimbursement

1. Go to MyPlace > Human Resources > HR Business Center



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Human Resources

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2. Click on “Request” Tuition/Certification Reimbursement Eligibility

How can we help?

Recommended for you

📄 Article

Retirement Resources

For additional retirement information, please review the documents attache...
17d ago



📄 Request

Tuition/Certification Reimbursement Eligibility...

A new Eligibility Request form must be submitted for each semester

📄 Request

Request for Telework

Request for Telework arrangement

3. Complete the *required fields.

A new Eligibility Request form must be submitted for each semester

* Indicates required

Employee Information

Employee Name

Employee Number

Region

Title

Email Address

* Mobile Number

* Employment Type

* Employment Start Date



* Type of Program

Are you enrolled at Broward College?

* Course Information (Complete Table below for Continuing Education/Tuition Reimbursement Degree Programs only)


Actions	Course Number	Class Title	Credit Hours	Grade Received
No data to display				

4. **Acknowledge, sign, and check off** that each of the documents are attached. Please ensure **all required documents are attached**. If not, this will delay the process and/or **close your reimbursement request as incomplete** and **no reimbursement will be issued**.

All program participants must meet minimum grade and employment commitment requirements: Associate's Degree Programs require a minimum grade of C or better and an employment commitment of one (1) year of benefits-eligible service following the last day of classes attended. Bachelor's, Master's, and Eligible Doctorate Degree Programs require a minimum grade of B or better and an employment commitment of two (2) years of benefits-eligible service following the last day of classes attended.

I have read Broward Health's Policy #HR-005-007 - "Continuing Education Tuition & Certification Reimbursement Program" and understand my obligation to Broward Health as a participant in this program. I authorize the educational institution where I am enrolled to release all records regarding my enrollment (including but not limited to grades, credit hours, tuition charges, financial assistance, payment records, etc.) to the Broward Health's Employee Benefits Department.

* I hereby acknowledge the above conditions.


*Employee Signature 

Signature Date

Attached

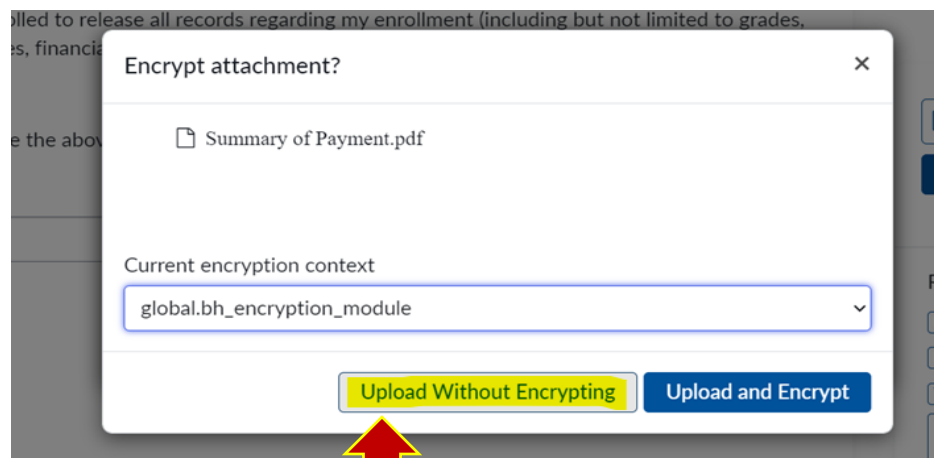
- Course Curriculum
- Semester Fees
- Proof of Enrollment
- Method of Payment
- Grades

- Statement of Purpose (FOR NEW APPLICANTS ONLY: Reason you are enrolling for program and how this program align with your goals at Broward health)

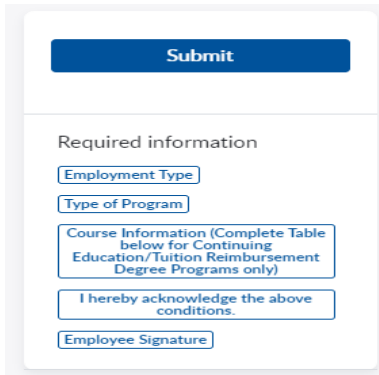
 * Add attachments



5. **IMPORTANT** - Select the option of "**Upload Without Encrypting**". If not, we will not get the documents, and this will delay the process.



6. **Submit request** – After your submission a request will be forwarded to your manager for approval/signature.



The image shows a digital form interface. At the top is a blue button labeled 'Submit'. Below it is a section titled 'Required information' containing several input fields: 'Employment Type', 'Type of Program', 'Course Information (Complete Table below for Continuing Education/Tuition Reimbursement Degree Programs only)', a checkbox area with the text 'I hereby acknowledge the above conditions.', and 'Employee Signature'.

7. After your submission, a system email request will be forwarded to your manager for their approval/signature.

8. After the manager signs request, then the Benefits Department will be notified. The Benefits Department will review request, eligibility and documents submitted.

9. If request is approved by the Benefits Department, the employee will receive a system email to acknowledge the “Education Agreement”.

Note: A new request must be completed for each semester. Also, reimbursement requests for the end of the year may result in receiving the reimbursement for the following year, which will affect the calendar year reimbursement limit. **For reimbursement to be considered for the current calendar year, we will need to receive the completed tuition reimbursement request with grades in the beginning of December and request finalized by all parties prior to the week (Wednesday) before the year’s final paycheck.** IRS outlines the regulation on the maximum reimbursement amount allowed and states when payment is made, which is per calendar year. The \$5,250.00 IRS maximum is per calendar year (January – December), not the semester.

IRS website link below:

[Frequently asked questions about educational assistance programs | Internal Revenue Service](#)

Q3. What is the total amount that an employee can exclude from gross income under section 127 of the Code per year?

A3. Under section 127, the total amount that an employee can exclude from gross income for payments of principal or interest on qualified education loans and other educational assistance combined is \$5,250 per calendar year. For example, if an employer pays \$2,000 of principal or interest on any qualified education loan incurred by the employee for the education of the employee, only \$3,250 is available for other educational assistance.

The annual limit applies to amounts paid and expenses incurred by the employer during a calendar year. If an employee seeks reimbursement for expenses incurred, the expenses must be paid by the employer in the same calendar year for which reimbursement is made by the employer, and the expenses must not have been incurred prior to employment (however, qualified education loans may be incurred by the employee in prior calendar years and prior to employment, and payments of principal and interest may be made by the employer in a subsequent year). “Unused” amounts of the \$5,250 annual limit cannot be carried forward to subsequent years.



Please contact the **HR Business Center** at **954-473-7090** and they will be able to assist you. Thank you.



ACCESS
search, view and complete HR-related forms such as telework, tuition/certification reimbursement, intent to retire, employee health medical records, annual health assessment forms, Healthstream elevated access requests, Nurse Academy Application, HR Data Report Requests, etc.

ANSWERS
general questions pertaining to navigating Infor CloudSuite and various areas of HR.

COMPLETES
transactional requests submitted by an employee or manager.

PROVIDES
timely, effective, and an employee-centric approach focused on resolutions for HR-related issues.

Need HR Assistance?

CONTACT THE NEW HUMAN RESOURCES BUSINESS CENTER

Broward Health's Human Resources Business Center (HRBC) is staffed by knowledgeable Broward Health HR representatives who offer a streamlined, on-demand service for navigating Infor CloudSuite and all of your HR-related questions and needs.

THREE WAYS TO CONTACT THE HRBC:

1. Call **954.473.7090** Monday through Friday from 7 am-7 pm, starting on October 23, 2023.
2. Chat with a virtual agent via the HRBC portal on MyPlace, located under the HR tab. 
3. Email HRBC@BrowardHealth.org.

