



Interim Policy Tuition Reimbursements for NMT Employees

Effective February 15, 2023

NMT employees must follow the current NMT policy established in the [NMT Employee Handbook approved April 2018](#) for tuition reimbursements for themselves and/or their dependents with the following clarifications:

NMT Tuition Reimbursement:

1. NMT employees who seek reimbursement for NMT tuition shall solely be via a **NMT Tuition Waiver Form** through Human Resources Dept.
2. NMT employees shall not access NMT funds that are designated for regular status NMT students for the use of tuition.
3. NMT employee's use of the Domestic Education Assistance Funds (DEAF) Form is inappropriate and strictly prohibited.

Non-NMT Tuition Reimbursement:

1. All eligible NMT employees (Defined in Policy #21D of NMT Employee Handbook) may seek tuition reimbursement from other universities, colleges, institutions of higher education or other organizations for professional development for courses not offered at NMT.
2. The NMT employee and supervisor shall consult with Human Resources to ensure and determine the professional development course (PDC) is job-related. Human Resources shall verify that the course is job-related.
3. NMT employees must obtain approval from their supervisor, Human Resources Director, VP of Admin & Finance, and the President. NMT employees who seek reimbursement for non-NMT tuition shall solely be via a **NON-NMT Tuition Reimbursement Form** through Human Resources Dept. and processed via a Direct Pay (DP) through the NMT Business Operations. Payroll Department will review for taxable liability.
4. NMT employees shall not access NMT funds that are designated for regular status NMT students for the use of tuition.
5. NMT employee's use of the Domestic Education Assistance Funds (DEAF) Form is inappropriate and strictly prohibited.
6. NMT employees are limited to three (3) credit hours per academic semester for tuition reimbursement outside of NMT.
7. Tuition will be allowable only upon successful completion of the course.
8. Tuition reimbursement shall not exceed the amount of tuition per credit hour at NMT in the semester that the coursework was completed.
9. Tuition reimbursement shall be sought no later than the semester following successful completion of the course.

Approved this 15th day of February 2023:

_____, Dr. Stephen G. Wells, President



NON-NMT Tuition Reimbursement Form

Once approved, this form must be attached to the
NMT Direct Payment (DP) Form for processing

FALL (year)

SPRING (year)

SUMMER (year)

Employee Last Name	Employee First Name	Employee Banner ID #
Department	Index/Fund Number	Account Number

NMT EMPLOYEE:

I am an eligible NMT employee requesting reimbursement for Non-NMT tuition for successfully completed coursework taken outside of New Mexico Tech. I understand that only three (3) credit hours of tuition per academic semester will be reimbursed. I have attached my transcripts or proof of successful completion of the course.

Amount of Tuition Reimbursement Requested: \$ _____

University/College/Organization: _____

Course Name: _____

Course Number: _____

Number of Credits: _____

Itemized Invoice/Transcripts/Successful Completion Docs Attached: YES

Employee Signature: _____

Supervisor Approval Signature: _____

Human Resources Approval Signature: _____

Vice President Admin & Finance Approval Signature: _____

President Approval Signature: _____

Business Office Use Only

Exemption Code: _____ **Detail Code:** _____ **Amount Reimbursed:** _____

Verification of Non-Student Funds: _____ **Entered by:** _____ **Date:** _____