

What is Iowa State University's Tuition Reimbursement Program?

The Tuition Reimbursement Program provides tuition reimbursement to eligible P&S and Merit staff members applying for financial assistance to help defray the cost of tuition for up to three college credits per semester.

Eligibility Requirements & Program Guidelines

Eligibility Requirements and Program Guidelines of the Tuition Reimbursement program are located online at the following website:

<http://www.hrs.iastate.edu/hrs/node/253#Eligibility>.

Course Options

- **Entering a Graduate Program at ISU**

If you know the graduate program for which you would like to apply, you will need to follow the application guidelines of that program. Once you are accepted into the program, you will be assigned an advisor who will assist you in registering for classes.

- **Entering as a Nondegree Graduate Student at ISU**

With the nondegree option, you do not need to identify a graduate program. You are able to take three courses at Iowa State University as a nondegree graduate student. Prior to applying for the nondegree graduate student option, you will need to identify which course(s) you plan on taking the semester of your acceptance. You will need to find a course that has an available seat (or get permission to enroll in the course from the course professor) and add the course to your nondegree graduate student application. You are able to search for on the Iowa State Website at

<http://classes.iastate.edu/>.

Schedule of Classes

More Assistance

[Schedule of Classes](#)[Search Tips](#)[Catalog](#)[Class Schedule
Planner](#)[Registration
Deadlines/Academic
Calendars](#)[Textbook information
for your ISU courses](#)[Schedule Change
Policy](#)

Quick Search

Term Department

- Choose **Reset** before performing a new search.
- Search results are not "real-time". The update time appears on the results page.

Advanced Search

[Search Tips](#)Term Department Show All Sections Open Seats ONLYCourse Number Time AM to PMDay(s) M Tu W Th F SatCredit(s) Instructor Title/keyword Requirements None U.S. Diversity International PerspectivesCourse Type Partial Term orDates to

- Choose **Reset** before performing a new search.
- Search results are not "real-time". The update time appears on the results page.

IOWA STATE UNIVERSITY

Becoming the best.Office of the Registrar, 515-294-1840, registrar@iastate.edu.

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To apply for the nondegree graduate student option you will be charged a \$50 application fee and you will need to fill out the online application available at: <http://www.admissions.iastate.edu/apply/nondegree.php>.

Once you have been accepted as a nondegree graduate student, you will need to register for the course you previously identified on the application. Course enrollment occurs in AccessPlus under the Student tab.

ACCESSPLUS
About | Logout

Home Student Employee

Account/U-Bill
Address Change
Admissions
Campus Dining
Campus Housing
Campus Org Events
Class Registration
Class Schedule
Current Stndt Info
CyCash
Degree Audit
Direct Deposit
Emergency Contact
Enrollment Cert
Financial Aid
Gift Certificate
Grad Stndt Status
Grades&Transcripts
Graduation
Health Insurance
ISU Alert
Parking Division
Residence Contract
Student Health Ctr
Student Job Board
Tax Info (1099)
Telephone Services
Third Party Access
Votes and Surveys
Web Based Training

Class Registration
Central System Date: 09-30-2013 Time: 09:49 AM

Enrollment Conditions

1. By registering for classes, I agree to pay tuition and fees.
2. Cancelling or withdrawing may affect my financial obligation to the University. Additional information is available at [Registration Policies](#).
3. Reviewing my schedule for time conflicts is my responsibility.
4. Excessive hits or abuse of the system may result in a registration hold.
5. Late fees are assessed to students *initially* registering on or after the first day of the semester. The registration late fee for undergraduate students is \$20. The registration late fee for graduate students is \$20 first week, \$50 second week, and \$100 during or after the third week.

Term Selection

Registration Term: Fall 2013

Registration Access Number (RAN)*:

* A RAN is **not** required if you are:

- already registered for the "Registration Term."
- an undergraduate student in Business
- a graduate student.
- a student enrolled in only distance education courses.
- a professional student in Vet Med (not in graduate school).

If you would like to apply to a graduate program once you have taken the three courses allowed for a nondegree graduate student, you can then apply to the program following the program's application guidelines. There is often another \$50 fee for applying the program.

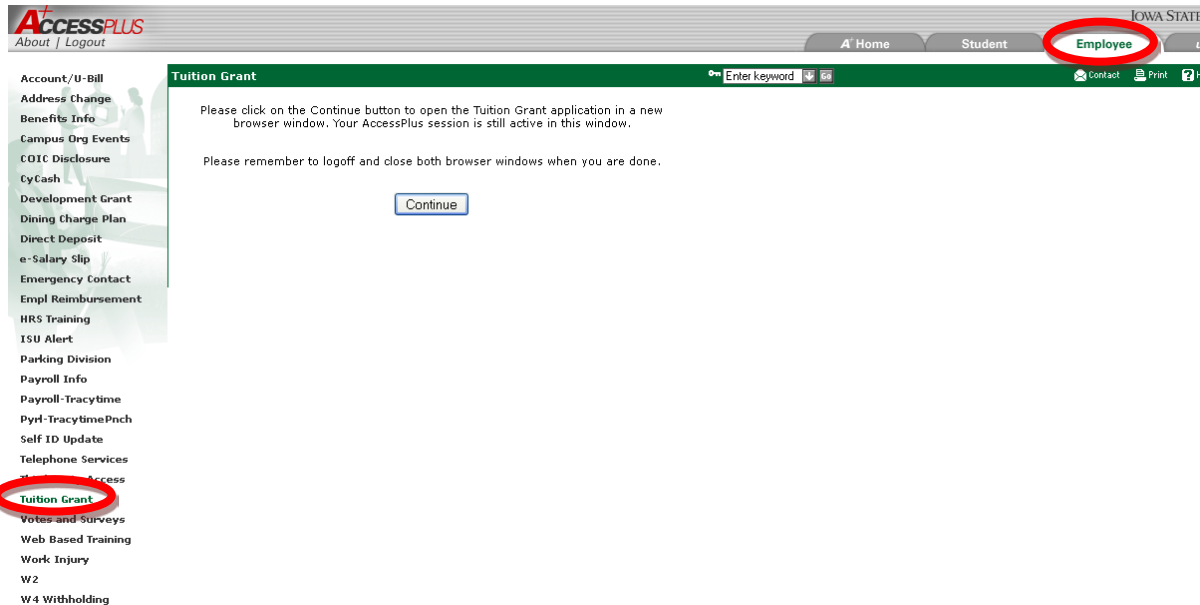
• Entering another United States Accredited Institution

The Tuition Reimbursement Program will reimburse you the tuition cost for courses taken at another United States Accredited Institution. However, the reimbursement rate will not exceed the Iowa State University's Resident Undergraduate or Graduate rate amounts as outlined in the tuition rate schedule for that semester.

When applying to take a course at another institution, follow that institutions application and course registration guidelines.

Tuition Reimbursement

Once you have enrolled in a course, you will need to fill out the Tuition Reimbursement Form in order for ISU to reimburse you for the cost of the class tuition. This form is located on AccessPlus under the employee tab.



Clicking on Tuition Grant from the left-hand menu will allow you to access a Continue button that will take you to another window.

Tuition Reimbursement Program

Purpose:

The Tuition Reimbursement program provides tuition reimbursement to eligible P&S and Merit staff members applying for financial assistance to help defray the cost of tuition for up to three college credits.

Information:

- [Tuition Reimbursement Eligibility Requirements](#)
- [Program Guidelines](#)
- [Reimbursement](#)
- [Amended Application](#)
- [Funding Conditions](#)

Deadlines:

Semester Application Periods:

- Fall 2013: March 18, 2013 - August 18, 2013
- Spring 2014: November 11, 2013 - January 5, 2014
- Summer 2014: March 17, 2014 - May 11, 2014
- Fall 2014: March 17, 2014 - August 17, 2014
- Spring 2015: November 10, 2014 - January 4, 2015
- Summer 2015: March 23, 2015 - May 5, 2015

- Completing an application is not a guarantee of tuition reimbursement
- The applicant is responsible for ensuring that an application has been completed through [AccessPlus](#) process by the semester application deadline.
- Applicants must register for the course listed on their application to be considered for tuition reimbursement.
- Applicants will be notified of their application status via email approximately one week after the application deadline.

Inquiries regarding details can be directed to email address tuitionreimbursement@iastate.edu or to the Tuition Reimbursement Program, Department of Human Resource Services, 3810 Beardshear Hall, 294-6458. **THE APPLICATION DEADLINE HAS PASSED FOR THE CURRENT TERM.**

Edit/Delete Application(s):

- You can delete course(s) from your current application until the application deadline for the term has passed.
- You can edit or withdraw course(s) from your current application until the drop deadline for the term has passed.
- After the drop deadline, you will not be able to edit or withdraw your application.
- To edit or delete or withdraw your current application(s), please [click here](#)

History:

To view the complete history of your applications, including the status of your current application(s), please [click here](#)

This new window will allow you to complete the Tuition Reimbursement Form. You will need to include the course you are enrolled for, semester, and tuition cost on the form. You are able to find tuition cost at the following location:

<http://www.registrar.iastate.edu/fees>.

This form will need to be correct in order for you to be reimbursed. Therefore, if you drop/add courses or enroll in a different course, you will need to update this form.

The Tuition Reimbursement Form will only be available during semester application periods. Those application periods and more details on the Tuition Reimbursement program are listed at this website: <http://www.hrs.iastate.edu/hrs/node/159>.

Employer Reimbursement Deferred Payment

The Tuition Reimbursement program does not reimburse you for your class tuition until you have successfully completed the course and met all program guidelines. Therefore, your tuition payment may be due soon after your class begins.

The Employer Reimbursement Payment Option is available to defer your tuition payment if you are enrolled in an ISU course. Details on the Employer Reimbursement Payment Option and the Benefit Certification Form are located at the following site:

<http://www.ubill.iastate.edu/u-bill/payment-options/multi-pay-plans>. As you are an employee of ISU, you may leave the Employer section of the form blank.

If you defer your tuition through the Employer Reimbursement Payment Option, your tuition will be paid automatically at the completion of your course. However, there is a \$35 fee to use the Employer Reimbursement Payment Option. This fee and other class fees will still be due as usual. Other fees typically include the technology fee, recreation fee, etc.