

## SPONSORED TUITION FOR UC BERKELEY EXTENSION

### UNIVERSITY EXTENSION COURSES FOR ELIGIBLE UC BERKELEY STAFF EMPLOYEES

Sponsored Tuition is a career development initiative spearheaded through a partnership between Central HR and UC Berkeley Extension which provides tuition assistance for eligible employees. UC Berkeley Central HR will cover the course fees for employees to take UC Berkeley Extension courses.

#### **Sponsored Tuition Program Description:**

At UC Berkeley, workforce learning and development is a joint, on-going effort on the part of employees, supervisors, and the campus. Employees should discuss available UC Berkeley Extension courses with their supervisors to determine which courses can develop skills for current or future job duties and are a good fit with development plans and career goals. Employees must plan and receive supervisor approval for leave arrangements if they want to attend a course during working hours.

*Note: Course choices include all UNEX courses, except intensive/international programs such as boot camps and concurrent enrollment courses.*

Prior to enrollment, the employee must:

- Satisfy eligibility requirements (listed below)
- Obtain the support and signature of his/her supervisor to attend the course
- Sign a waiver allowing information to be given to UC Berkeley about enrollment and course completion

The People & Organization Development team will pay the tuition for staff taking UC Berkeley Extension courses. Employees are responsible for incidental expenses such as books and lab fees.

#### **Eligibility Requirements:**

Eligibility requirements for staff to participate in the Sponsored Tuition Program include:

- having successfully completed probationary period (if you are unsure about whether you have completed your probationary period, please ask your supervisor),
- being a full time Career staff employee or Contract staff employee, including non-represented and represented employees, and
- being on pay status at the time of enrollment.

**Note: Failure to complete a course will cause you to become ineligible to take future courses offered through this Sponsored Tuition program.**

#### **To Enroll in Eligible Classroom Based and Online Fixed-Date Courses:**

1. Visit [extension.berkeley.edu](https://extension.berkeley.edu) to create your student account.
  - a. Please include your campus email address as your preferred email address.
  - b. You will need your Extension student id number (starts with an "X") to enroll.

2. Meet with your supervisor to discuss professional development and have your supervisor approve your course selection.
3. Complete and submit the [online application form](#).

### **Responsibilities:**

Staff employees receiving sponsored tuition are responsible for:

- Fees related to books and/or other course materials.
- Abiding by all UC Berkeley Extension policies.
- Satisfying eligibility requirements and completing the enrollment process.
- Discussing courses with their supervisors to determine how the course:
  - supports the employee's professional development, and
  - relates to current or future job responsibilities.
- Getting approval from supervisors for course enrollment and resolution of any work schedule conflicts.
- Obtaining the support and signature of their supervisors to attend the course.
- Sponsored enrollments will be subject to the same enrollment deadlines as all other students.
  - Withdrawal after the drop deadline may jeopardize future participation in the program.
  - To drop or withdraw, please contact UC Berkeley Extension at [extension@berkeley.edu](mailto:extension@berkeley.edu).
- Successfully passing Sponsored Tuition courses with a credit letter grade of "C-" or better, a grade of pass "P" or continuing education units "CEU".
  - All "I" grades (incompletes) must be completed within the timelines as agreed upon with the instructor before an employee can request to enroll in another course through the Sponsored Tuition program.
  - Employees will become ineligible to take future courses sponsored through the Sponsored Tuition program for any of the following circumstances:
    - Completing a course with a grade of "D", "F", "NP" or "W".
    - Requesting a not for credit "NC" grading option.
    - Failure to complete the coursework within the timelines as agreed upon with the instructor in order to resolve an "I" grade (incomplete).

As noted on the UCB Sponsored Tuition Enrollment Form, it is the responsibility of the employee and supervisor to ensure that the employee is eligible to participate in the program, and not approve the UCB Sponsored Tuition Enrollment Form if an employee is ineligible because they have withdrawn from a previous course or received a failing grade.

Pursuant to Internal Revenue Service (IRS) Publication 15-B (2019), Employer's Tax Guide to Fringe Benefits, employees can exclude up to \$5,250 of educational assistance provided under an educational assistance program from the employee's wages each year. It is expressly the employee's responsibility to keep track of the courses taken at UNEX and other institutions to ensure that the courses taken do not exceed the IRS maximum. The course fee total is based on the public list price of courses taken.

### **UC Berkeley People & Organization Development will:**

- Pay tuition fees at time of enrollment.

For more information, visit our website at <https://hr.berkeley.edu/sponsored-tuition>. For information and questions, contact UC Berkeley People & Organization Development at [GROW@berkeley.edu](mailto:GROW@berkeley.edu) or UC Berkeley Extension at [extension@berkeley.edu](mailto:extension@berkeley.edu).