Tuition reimbursement

stryker

A step-by-step process guide

Start here

1

Review the Tuition Reimbursement plan document and check your eligibility requirements.

2

Complete the course approval request (via myHR ticket) **before starting class.** Manager's electronic approval is required, before Benefits Team approval.

Note: Requesting approval prior to starting a class is not mandatory, but **highly recommended** to ensure you and/or the coursework meet the plan's eligibility requirements before you commit time and money.

3

All approval requests / processes can be completed through a myHR ticket. The Benefits team will request further information if needed and inform you once the form is fully processed.

5

The Benefits team will review your ticket submission and request more information if needed. **Once processed, payment will be included in your paycheck within one to two pay periods.**

Note: According to IRS regulations, reimbursements of educational expenses in excess of $5,250 paid in a calendar year must be reported as taxable income. **Annual limits are also based on the calendar year that reimbursements are paid**, not when coursework is taken. You are responsible for ensuring reimbursement documents are submitted timely - especially at year's end.

4

Within 90 days of the end of each semester (in which classes were completed), complete a reimbursement payment request (via myHR ticket) and submit all required documents through that ticket. Required documents are listed in the plan document.

Note: You must request reimbursement **no later than 90 days following the last day of the course or last day of the semester** – there are no exceptions to this requirement.