

## RCUH Tuition Reimbursement - Frequently Asked Questions (FAQ)

1. Q: What are the eligibility requirements for RCUH Tuition Reimbursement Program?  
A: Per [RCUH Policy 3.460](#) as of application submittal and grade submittal, employees must satisfy all eligibility requirements:

  - Currently a regular status employee
  - 100% FTE (Full time equivalency of 40 hours per work week)
  - Completed 1-year continuous service in current regular status position
  - In good standing (must not be on new hire probation, performance probation, or disciplinary status)
2. Q: Is this the same as the University of Hawaii's (UH) Tuition Waiver?  
A: No. RCUH's Tuition Reimbursement Program is processed on a reimbursement basis. The employee is paid back for eligible costs once all criteria have been met.
3. Q: Which costs does the reimbursement cover?  
A: The cost of the course/tuition, up to the University of Hawaii at Manoa's resident tuition fee amount. The reimbursement does not cover books or other fees.
4. Q: What if I receive a scholarship or other financial assistance?  
A: RCUH can only reimburse out-of-pocket tuition costs. Payment receipts validate total requested reimbursement amount and are required as part of the RCUH Tuition Expense Reimbursement package.
5. Q: Who is my Principal Investigator and why do they need to sign off on the [RCUH Tuition Expense Reimbursement form](#)?  
A: Your RCUH Principal Investigator can be found on your eTimesheet or Job Description. We require your Principal Investigator to sign off since they are responsible for the project account from which you are paid. Principal Investigators are confirming that you are in good standing, the course is directly related to your current job, and will not interfere with current work schedule or responsibilities.
6. Q: How do I submit my application to RCUH HR after my Principal Investigator approves?  
A: The preferred method of submission of the application (and passing grades) is via the [eUpload feature](#) in [Employee Self Service](#).
7. Q: What is the deadline to submit the [RCUH Tuition Expense Reimbursement form](#)?  
A: No later than two days prior to the start of your class. RCUH cannot approve late requests. Please contact RCUH Employee Benefits if you believe there are extenuating circumstances with your individual situation (for example, difficulty registering for the class).
8. Q: What if my course is graded: Pass or Fail?  
A: Courses must be taken for a letter grade for reimbursement. A letter grade of "C" or better will be considered a passing grade. A "Pass" will not be accepted as a passing grade, and will not be eligible for reimbursement.

### Questions?

Please contact RCUH Employee Benefits at Email: [rcuh\\_benefits@rcuh.com](mailto:rcuh_benefits@rcuh.com) or (808) 956-7055, (808) 956-2326, or (808) 956-6979.

## RCUH Tuition Reimbursement - FAQ *continued*

9. Q: How many credits may I reimburse per year?

A: Employees are eligible for up to 3 credits per semester (consistent with University of Hawaii's semesters: Fall, Spring, Summer) for a total of 9 credits per calendar year.

10. Q: Are non-University of Hawaii courses eligible?

A: Yes, provided the employee provides a statement confirming that no similar courses are available via the UH system. Reimbursement requests cannot exceed the UH Manoa resident tuition rate per credit when taken at an outside institution. Please note that the allowable reimbursement of credits will be consistent with University of Hawaii's semesters: Fall, Spring, Summer, regardless of the outside institution's academic calendar.

11. Q: Are certificates covered?

A: Courses that are taken for credit (typically) towards a degree with a letter grade are eligible for RCUH Tuition Expense Reimbursement Program.

A certification that has a series of coursework that has a letter grade upon completion of class may be eligible for the RCUH Tuition Expense Reimbursement Program. Example: Certificate of Achievement – Accounting with Kapiolani Community College. The individual courses under the series of coursework required for completion of the Certificate of Achievement may be covered, like Accounting 201, Accounting 202, etc.

Certificate courses (without a letter grade upon completion) may be covered under your project's employee development budget, if available. Please check in with your Principal Investigator. Example: Hawaii Employers Council Supervision 101 Workshop or Fred Pryor Seminars would not be covered. Since there is no letter grade of "C" or better, this course would not be eligible.

12. Q: How will I receive my reimbursement?

A: Upon submittal of proof of passing your class, RCUH HR will process a reimbursement payment within 10 business days. The default is manual check to your mailing address on file in RCUH Employee Self-Service. However if you are set up as a vendor in the RCUH Financial Portal (Nvoice pay), then you will receive the payment via direct deposit (ACH). Please note this is a different direct deposit set up than your regular payroll. If you have questions about Nvoice pay, contact your Principal Investigator/project.

13. Q: Why am I being taxed for some of these reimbursements?

A: The [IRS](#) determines the maximum pre-tax limit each year. Any reimbursements paid to employees in any given tax year above this maximum threshold will be taxed and reported as wages.

14. Q: What if my FTE is reduced or I terminate before completing my course?

A: Upon receipt of grades, RCUH will validate employees are still eligible by checking their employment status prior to approving payment. Employees who terminate or are no longer at 100% FTE upon completion of course will not be eligible for reimbursement.

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