

State of Vermont
Department of Human Resources
Employee Benefits Unit
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Agency of Administration

COMMON QUESTIONS AND ANSWERS FOR THE TUITION ASSISTANCE PROGRAM

Q: How do I know my Bargaining Unit?

A: Union Codes can be found in VTHR. Go to “Job Data”, then “Job Labor”, on the “Job Labor” screen the Union Code is shown.

Non-Management – 01 Supervisory- 02 Manager/Confidential- 00

Q: Are there other tuition programs for me if I am not in one of the three groups listed?

A: Yes, each bargaining unit has a tuition program. Contact your Department’s HR Administrator for more information.

Q: Why are you asking for a cost per credit?

A: Awarded amounts are determined on a per credit basis. Up to a maximum of eight (8) credits per cycle, and twelve (12) credits per fiscal year are eligible. (Fiscal year runs 7/1 to 6/30)

Q: How is my awarded amount determined?

A: Awards are based on 80% of the tuition cost (books or fees are not eligible), per credit, up to a maximum assistance of \$350 per credit. In addition, any Grants or Scholarships received could reduce the amount available from this Tuition Assistance Program.

Q: What is the “Lottery” and how does it work?

A: The Lottery drawing is required when there are not enough funds to cover Tuition Assistance for all courses requested by all employees. The Lottery is performed in a two-part process. First, it is determined if there are enough funds to cover all of the Course #1 requests. If there is not enough, everyone’s name is put in the “hat” and draw out in the order that funds will be allocated. (Historically, there has always been enough to cover everyone for Course #1.) If there are funds remaining after all of Course #1 is covered, then the names of everyone that applied for Course #2 will be put into a “hat”. Names are drawn in the order that funds will be allocated until they have been exhausted.

Q: When will I know the amount of assistance I will be awarded?

A: The amount of Tuition Assistance awarded should be known by the end of December (for upcoming Spring cycle) or end of July (for upcoming Fall cycle). Employees will be notified directly by the Tuition Coordinator in Human Resources.

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Q: When will payments be made directly to the Schools?

A: Payments will be made to Schools by mid-January (for upcoming Spring cycle) or mid-August (for upcoming Fall cycle). Accounts must be in good standing before any additional payments will be sent. If the course(s) begins before the checks have been mailed, often Colleges will accept the letter of award as proof that the money is coming from the State of Vermont.

Q: When will assistance payments be made directly to Employees?

A: Payments will be made to employees after the course(s) is successfully completed and documentation has been provided to the Tuition Coordinator in Human Resources. Accounts must be in good standing before any additional payments will be sent. Assistance payments are processed through Payroll and will be included with employee's regular paycheck.

For more information contact our Tuition Helpline at (802) 828-2984

or email dhrr.tuition@vermont.gov