

# Asking HR about Tuition Reimbursement

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Are you unsure if your employer can help you pay for college? Don't assume that there's no tuition support or reimbursement policy. Don't listen to a hunch from your co-workers as the policies may have changed. Take it upon yourself to find out the most updated official policy.

## Scenario 1: You don't know if your employer offers tuition reimbursement

- Your first step should be to check your employee handbook.
- If you don't have one or it doesn't specify, your next step should be to ask your manager.
  - Here are some examples of questions you might ask:
    - "Does our company offer tuition support?"
    - "Does our company have a tuition reimbursement policy?"
    - "Does our company have any scholarships for employees who are continuing their education?"
    - "Are there professional development (PD) funds available?"
  - Be sure to center this conversation around making yourself a more valuable employee by having a degree.
- If you don't feel comfortable asking, we recommend reading this [Career Central article](#) about managing up. You shouldn't feel judged for wanting to further your education and use benefits that are available to you.

## Scenario 2: Your manager doesn't know if your employer offers tuition reimbursement

- If your manager doesn't know, your first step should be to ask them to find out on your behalf. Give them a specific deadline (at least one week) and let them know that you plan on asking HR if you don't hear back from them by the deadline.
- If needed, ask someone person who handles employee benefits (i.e. paid time off, health insurance). If it's unclear who that person is, start with your manager's manager or someone else in a leadership role.

## Scenario 3: Your employer doesn't offer tuition reimbursement

- If you've received a written confirmation that there is no tuition support or reimbursement policy at your employer, try asking if professional development (PD) funds can be applied towards your degree program. This might not be what they usually do, but Rivet School can help you make the case that getting your degree is part of your professional development - just ask us!