Tuition Reimbursement

Take another step toward supporting your personal and professional goals with Tuition Reimbursement. Eligible employees can be reimbursed annually for college-level courses and certifications that support their career development at Maximus.

WHAT TO KNOW

- **Reimbursement amount:** The program offers an annual (by calendar year) reimbursement of up to $2,500.
- **Reimbursable expenses:** Expenses such as tuition, software, fees, or books, for courses or certifications **completed on or after** October 1, 2023, will be considered for reimbursement.
- **Third-party administrator**: For a streamlined and hassle-free process, we have partnered with Tuition.io to process requests via an online portal.

ELIGIBLE COURSES

- **Degree programs**: Courses leading to associate, bachelor's, master's, or doctoral degrees from accredited educational institutions.
- **Non-degree-seeking courses:** College-level courses from accredited educational institutions related to a Maximus career path but not in pursuit of a degree.
- **Professional certifications:** Relevant professional certifications, including preparatory courses for certification testing, that will enhance employees' skills and expertise in their current or potential future roles.

ELIGIBILITY

- **Employment status:** Full-time, regular employees with a minimum of one year of service are eligible to apply.
- **Relevance:** The course or certification pursued should be related to your current position or aligned with potential future roles within Maximus.

REIMBURSEMENT REQUIREMENTS

- **Academic performance**: For college courses, you must achieve a passing grade of C or better. For certifications, attaining the required certification or passing the exam will make you eligible for reimbursement.
- **Timely submission**: You must submit the reimbursement requests within 45 days of completing the course or obtaining the certification. You will receive reimbursement as part of your regular paycheck within 1 to 2 pay periods after the request is approved by Tuition.io.
- **Approvals:** Your manager must approve your submission for all reimbursement requests.