



MIT TUITION ASSISTANCE PLAN

CAREER COUNSELING/COACHING GUIDELINES

The Tuition Assistance Plan will reimburse eligible employees for career counseling/coaching: individual or group counseling on career choices, skills assessment, career planning, job searching and career transition. Please note that the typing or printing of a resume is not covered. After you complete a career counseling course or session, please submit the following information to the Human Resources Department:

1. Enter your course/career counseling session information on the Web at <http://web.mit.edu/sapwebss/>, then click on the **Benefits** tab, then click on **Tuition Assistance Account**, etc. (Note: If you do not have access to the Web, please complete a Tuition Assistance Request Form.)
2. A brief one-paragraph statement of your goals and objectives for the course or counseling.
3. A copy of the published course description or a contract printed on the agency or school letterhead. Include an explanation of the goals or objectives of the course or counseling, methods to be used, background information on the instructor or career counselor, and the length of the course or counseling.

Reimbursement is limited to \$500 every five years and is subject to an employee's maximum reimbursement limit in a plan year (the calendar year). The First Course Prepayment option may not be used for career counseling. A certificate or letter of successful completion and a proof of payment are required in order to receive reimbursement.

For more information, you may contact the Human Resources Department by e-mail at tuition-assist@mit.edu, by phone at (617) 253-6109, or visit our Web site at <http://hrweb.mit.edu/benefits/education/ta/>