

Tuition Reimbursement Summary

Eligibility:

- EE must have completed BIW probation period.
- EE must be working during the duration of the course.
- EE must be full-time (temporary, contractors, interns, and consultants are not eligible).

Course Specific:

- **Courses must be approved by division management prior to starting.**
- Courses must enhance the EE ability to contribute to BIW.
- Courses leading to high school diploma or GED are eligible.

Tuition Reimbursement:

- EE must provide formal grade report prepared by academic institution indicating successful completion of the course, with a “C” grade or better.
- Tuition is reimbursed based on grade, upon completion of the course.
 - “A” – reimbursed @ 100%
 - “B” – reimbursed @ 90%
 - “C” – reimbursed @ 80%
 - Non-degree courses “Pass”, if pass/fail ranking, will be reimbursed @ 100%

Reimbursement:

- Upon completion of accredited degree program, EE will have the opportunity to receive a lump sum (on top of tuition reimbursement) if the following guidelines are met:
 - EE completed two-thirds (2/3) of required coursework at an accredited institution.
 - BIW Tuition Reimbursement Degree Lump Sum Payout Form is completed no later than eight (8) weeks after completion of degree.
- \$3,000 – Master’s Degree
- \$2,000 – Bachelor’s Degree
- \$1,000 – Associate’s degree

Need to Know:

- Bath Iron Works will not cover extra expenses (late fees, parking, etc.)
- All necessary paperwork must be completed prior to the start of the course to ensure reimbursement, as found in **SP 02-09**.

Necessary Forms found in SP 02-09: [Tuition Reimbursement](#)