Navigant supports your continuing professional development and encourages employees to pursue additional college coursework pertaining to Navigant business needs and your role.

Click on the link to move directly to the topics:

- Eligibility considerations
- Supported coursework
- Reimbursable costs
- Additional rules for tuition reimbursement
- Reimbursement process
- Recoupment
Eligibility considerations

Employees are eligible to seek tuition reimbursement if they meet the following criteria:

1) Full-time employee (scheduled 30+ hours/week)

2) Navigant or legacy firm tenure of 6+ months

   **CPA Exception:** Individuals seeking a CPA who need to reach the 150 hour requirement to sit for the exam are not subject to the tenure requirement for reimbursement in connection with a pursuit of a CPA. This includes those who have accepted employment with Navigant but have not yet started work (for example, campus hires who are obtaining additional hours or pursuing a Masters of Accountancy).

   **Degree-conferring program exception:** Individuals enrolled in a degree-conferring program upon joining Navigant and completion of such degree (such as a Ph.D.) is understood to be a condition of employment, then the tenure provision is waived.

3) History of solid performance

4) License/certification reflected on employee’s Goals and Objectives (unless employee was a license/certification candidate upon joining Navigant and completion is a condition of employment)
Supported coursework

Courses are eligible for reimbursement if they are offered by an accredited college, university, or its affiliate and consistent with either:

- The employee's career development needs
- The performance of current duties and responsibilities with Navigant
- Navigant's needs

Questions regarding the eligibility of a course, relevance to an employee’s current responsibilities or course/program options should be directed to Training Reimbursement.
Reimbursable costs

Navigant reimburses total annual costs up to $5,250 USD/calendar year for:

- Tuition
  - For consulting personnel, tuition reimbursement is only for post graduate programs.
    - CPA Exception: coursework required to attain 150 hours to sit for the CPA exam.
  - When requesting reimbursement for both tuition and certification preparation, reimbursement is limited to a combined annual total of $5,250 USD.
    - CPA Exception: In seeking reimbursement for both Tuition and Certification Preparation, the limit for each category is $5,250 USD.
- Book charges related to approved courses only.

Navigant does not reimburse:

- Registration fees, tools, supplies, laboratory charges, uniforms, travel expenses, and other like expenses.

Additional rules for tuition reimbursement

1) The reimbursement must be approved prior to the start of the course.
2) The course must be completed while the individual is actively employed with Navigant.
3) The employee must present documentation of a final grade of "B" or better or a "pass" grade where a course is offered pass/fail.
4) Reimbursement must be requested in the year in which the grade is received.
5) Employees should try to schedule classes during non-working hours so as not to interfere with their Navigant responsibilities.
6) Employees should also meet with their engagement manager to set expectations so that client and class responsibilities can be met. When conflicts arise, project deadlines must take precedence over class attendance.
Reimbursement Process

Submit a request for approval of your tuition reimbursement by clicking on the appropriate link below to access the form DocuSign:

**Consultants: Tuition Reimbursement Form (non-CPA)**

**Consultants: CPA Tuition Reimbursement Form – 150 Hour Ed Requirement Only**

On the first page, enter your name/email address, an MD name/email address and the Practice Area Business Manager's (PABM) name/email address.

**NBS: Tuition Reimbursement Form (non-CPA)**

**NBS: CPA Tuition Reimbursement Form – 150 Hour Ed Requirement Only**

On the first page, enter your name/email address and the NBS Director’s name/email address.

When you complete and submit the form, the rest of the process occurs automatically in the DocuSign system.

Once the form is fully approved, L&PD will hold on to the form until the class has been completed. Employee with then submit grade and proof of payment. The reimbursement will come with the next available paycheck.
Recoupment

Reimbursement for tuition is considered an employee loan from Navigant as long as the individual is an employee. It will be considered an interest-free loan for a 12 month period after the employee has completed the class and submitted a final grade. In the event an employee terminates employment or if the Company terminates for ‘cause’ within 12 months of completing the class for which reimbursement was received, the employee is obligated to repay Navigant the full amount of the reimbursement.