How to Register, Pay, and Receive Pfizer Tuition Reimbursement for Courses in Temple University’s Regulatory Affairs and Quality Assurance Program

First
Discuss your course selection with your supervisor/manager to obtain their approval. You must have approval from your manager (or whoever approves things in hrSource for you) in order to receive tuition reimbursement from Pfizer. These courses can be great opportunities for professional development and training.

How to Register for Courses in Temple University’s RA and QA Program
1. Complete the Temple registration form and forward it to Temple's RA and QA Office via fax (267.468.8565) or email (qarareg@temple.edu).
   Note: there are different forms for online and videoconferenced courses. Make sure you use the right form.

2. If this is your first course at Temple, you must also complete and fax a residency form located on the same link.

How to Pay for Temple University Courses
1. You must pay for the semester’s tuition and fees up-front at the beginning of the semester. Reimbursement from Pfizer will be received after you have completed the semester’s course(s) (see below). The current tuition and fees for Temple courses are posted on this link: http://www.temple.edu/pharmacy_qara/regis-tuitionfees.htm

2. You will receive an e-bill from Temple after you are officially register. this e-bill will be sent to your official Temple University email address. Pay your tuition bill from Temple by the due date. If your payment is late, you may be charged a $100 late fee.
   - If this is your first Temple course, you should receive your Temple University ID number (TUId) in a registration confirmation email from the RA and QA Office. You should activate your Temple email ASAP to receive your e-bill.
     To obtain your Temple email account, go to: https://accounts.temple.edu Scroll to: “All other students can activate an account 24 hours after registering for classes by clicking here.” You will need your TUId to activate your account. If you have questions or need help, contact the Temple Help Desk at 215.204.8000.

3. Types of payment accepted by Temple
   - Money order or check mailed with a copy of your bill. Mail your check to: Temple University Ambler Bursar, 580 Meetinghouse Road, Ambler, PA 19002
   - E-check from your savings or checking account (no additional fees).
   - Credit card – Temple only accepts Mastercard, Discover, VISA, and American Express. A 2.75% fee is added.

4. Payment schedule options
   - Pay your semester bill in full
   - Temple’s Easy Payment Plan – This plan bills you in 2 or 3 installments in the spring or fall semesters for a fee of $25 per payment. It is available for the fall and spring semesters only. For more information, go to http://bursar.temple.edu/payments/payment-plans.
5. Educational loans are available through the ConSern Education Program, a benefit available to Pfizer employees. For more information, log in to hrSource. Go to My Menu -> My Life and Work -> Assistance Programs -> Educational Assistance -> The ConSern Education Program Benefits SPD.

6. For additional information about Temple’s bill procedures and payment options, see:
   http://www.temple.edu/pharmacy_qara/student_billing_policy.htm
   http://bursar.temple.edu

7. If you decide to drop a class, you must inform Temple in writing prior to the third class (for weeknight classes) in order to receive a full refund. Forward the Course Withdrawal Form to Temple via fax (267.468.8565) or email (qarareg@temple.edu).
   http://www.temple.edu/pharmacy_qara/add_drop_courses.htm

How to Apply for Pfizer Tuition Reimbursement

1. You must apply and receive approval from your manager for Pfizer tuition reimbursement prior to your first class. The Pfizer tuition reimbursement system is managed through hrSource.
2. Log in to hrSource. Go to My Menu -> My Life and Work -> Life and Work Events Checklists -> Educational Assistance. From here you can access information about the Pfizer Educational Assistance Program policy, understand tax implications of educational assistance reimbursement, etc.
3. Click Create Application.
4. Complete the application form.
   - Type of degree: Choose master’s degree regardless of whether you intend to pursue the MS in RA and QA.
   - Degree major/program title: Click the Search tab. Enter Regulatory Affairs or Quality Assurance, then click Lookup. Click on the code of the program you have chosen.
   - School name: Click Search. Enter PA for state and Temple under school name, then click Lookup. Select Temple University – School of Pharmacy (Code 00337106).
   - School phone: Enter 267.468.8560.
   - The Temple QA/RA program is accredited.
   - Term begin and end dates: Enter the first and last days that you will be taking classes this semester, based on the class schedule (http://www.temple.edu/pharmacy_QARA/remote/Pfizer.htm).
   - Course information: Click on Add a Course.
     - Enter the course name and number (3-digit number listed before the course name at http://www.temple.edu/pharmacy_QARA/remote/Pfizer.htm).
     - Credits: Each RA and QA course is 3 credits.
     - Type: Graduate
     - Description: Copy and paste the course description from http://www.temple.edu/pharmacy_qara/courses-descriptions.htm.
     - Tuition: $3801 per course (for 2015 academic year). Always check Temple's homepage for the most current course fees: http://www.temple.edu/pharmacy_qara/regis-tuitionfees.htm
     - Fees, software, books: Don’t need to enter anything here. Pfizer will not reimburse you for the University Services fee that Temple charges. You can add on any book expenses when you request reimbursement at the end of the semester. Note that Pfizer will reimburse up to $150 per year for REQUIRED textbook costs. You must provide a copy of the syllabus which states that the book is required.
     - Taxability: Click Taxability to understand the tax policies regarding the reimbursement you receive from Pfizer. Answer the questions to determine taxable status. If you believe this course should qualify for tax-free status according to the policy, provide a brief justification.
   - Click Continue or Add another course, if appropriate.
5. You will see the estimated amount requested at the bottom of the page. Click Continue.
• Review the information. Click Submit to complete the application form. It will then be sent to your manager for approval of the taxability status for each course.

5. For information about the program, go to:

   My Menu -> My Life and Work -> Assistance Programs -> Educational Assistance.
   From here you can access Pfizer’s Educational Assistance Program (Summary Plan Description) and an FAQ list.

**How to Request Pfizer Tuition Reimbursement Following Course Completion**

1. Log in to hrSource. Go to My Menu -> My Life and Work -> Life and Work Events Checklists -> Educational Assistance.

2. Click on the application number for the appropriate semester. You'll need to enter your grade(s) and the amount you're requesting for reimbursement (include price and tax (no shipping charges) for any textbook fees requested). As mentioned above, Pfizer does not reimburse for Temple’s University Services fee. On the final page, click Print Reimbursement Request Form to print. Then click on Submit to submit the request electronically.

3. Mail the following items to hrSource at this address:
   Pfizer
   hrSource Center – MC5S
   Attn: Educational Assistance
   575 Maryville Centre Drive
   St. Louis, MO 63141
   • hrSource reimbursement request form printed above.
   • Follow the directions on this Temple link to obtain a copy of your transcript through Banner:
     www.temple.edu/pharmacy_QARA.Banner.html.
   • Provide a copy of your paid tuition receipt. Follow the directions on:
     www.temple.edu/pharmacy_QARA/Benner.bills.html
     • Provide copies of receipts for textbooks, along with a copy of the course syllabus listing these books as required for the course.

4. Once your receipts are received by hrSource, and your reimbursement is approved, you should receive reimbursement either via a check in the mail (if you receive your paychecks in the mail) or as a deposit into the primary bank account to which your paycheck is deposited directly.

**For additional questions**

• Temple QA/RA program: http://www.temple.edu/pharmacy_qara/
• Temple QA/RA program Pfizer website:
  http://www.temple.edu/pharmacy_QARA/remote/Pfizer.htm
• Pfizer Educational Assistance Program – hrSource 1.888.476.8723 or http://hrsource.pfizer.com
  Site Coordinators at Pfizer:
  • Groton: Julie Duerr (julie.a.duerr@pfizer.com) or
  • Kalamazoo: Wesley Sebring (wes.sebring@pfizer.com)
  • St Louis: Mary Emanoil (mary.emanoil@pfizer.com)

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