

STANFORD CENTER FOR PROFESSIONAL DEVELOPMENT (SCPD)

Target Audience: Synopsys engineers currently hold a BSCS, BSEE or equivalent degree

We have established a program with [Stanford University's Center for Professional Development \(SCPD\)](#) which enables us to offer our employees the opportunity to pursue an Engineering or Computer Science degree on a part-time basis, or take graduate classes from Stanford while remaining fully employed at Synopsys. See below for the following information:

- Eligibility
 - SCPD Program Options
 - Getting Started
 - Employee Responsibilities and Repayment Obligations
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Eligibility:

- Tuition reimbursement guidelines are as follows:
 - Under 20 hours/week or on Leave of Absence – no benefit
 - 20 to 29 hours/week – up to \$5,000 per calendar year
 - 30 to 40 hours/week – up to \$10,000 per calendar year
 - Calendar year maximums are calculated based on the year in which the course(s) are completed, even if the reimbursement from Synopsys occurs in the following year.
 - If courses are split over two calendar years, accounting of the reimbursement will be attributed to the year in which the course is completed.
 - Employee must be working at least 20 hours per week and must be on the Synopsys payroll at the time approved courses begin and end. All courses must begin and end while the student is a Synopsys employee.
 - Employees on a leave of absence are not eligible for tuition reimbursement.
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SCPD Program Options

As a participant in the SCPD program, employees have a choice of one of the following options:

- [Honors Cooperative Program \(HCP\)](#) – Part-time Master's degree program



- [Non-Degree Option \(NDO\)](#) – Earn up to 18 units and apply credits toward a degree program

Note: Audit courses, certificate seminars, and graduate courses not offered under the SCPD program are not eligible for reimbursement through the Synopsys SCPD program. Other options for reimbursement may be available (i.e. through Business Unit or Synopsys Tuition Reimbursement Program). Please email benefits@synopsys.com for information.

Getting Started

Stanford prefers all students to enroll in courses using their online enrollment system. Visit SCPD's "[Admissions](#)" page for more information.

For enrollment questions or to obtain a status on your enrollment application, contact [Stanford Center for Professional Development](#).

Employee Responsibilities & Repayment Obligations

- Employees are responsible for enrolling in the SCPD course before the enrollment deadline.
- Employees are responsible for paying for tuition and other course and school expenses up front out-of-pocket.
- Employees must follow the General Tuition Reimbursement Process to receive reimbursement for SCPD tuition expenses. Information is available online at the Benefits website, <http://benefits.synopsys.com/>.
- In general, there are two steps that need to be completed:
 1. **30 days prior to course start date**, employee must complete the **Tuition Application** and submit the application to the tuition reimbursement administrator, WageWorks. Application must be signed by employee's immediate manager (and second level manager for first time applicants). **In addition, the employee must sign the Repayment Agreement.**
 2. If application is approved, employee has **60 days from the course end date to submit the Tuition and Book Reimbursement Form along with receipts grade report** to WageWorks to receive reimbursement.

The tuition application, reimbursement form, repayment agreement and additional information regarding how to apply for tuition reimbursement are available on the Benefits website, <http://benefits.synopsys.com/>.



Employees are responsible for repaying Synopsys for tuition, book, and fees if the employee voluntarily terminates prior to one year of service after course completion (repayment amounts will be calculated based on a monthly pro-rated basis).

Stanford Center for Professional Development

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