Tuition Reimbursement

Section: Employee Benefits  Policy Number: 501  
Effective Date: 01/01/15

Scope
This policy applies to full-time and part-time (working at least 18.75 hours per week) Center employees who are not in the corrective action process.

Introduction
The goal of the Tuition Reimbursement Program is to assist Center employees to enhance their education, skills, and knowledge, resulting in improved ability to face the Center’s challenges.

Policy
The Tuition Reimbursement Policy provides one hundred percent (100%) tuition reimbursement for eligible employees for certificates, undergraduate degrees, graduate degrees, laboratory fees, registration fees, and professional license exam fees up to a total of $12,500.00 per calendar year for full-time employees, and $6,250.00 per calendar year for part-time employees (working at least 18.75 hours per week). While the Center reserves the right to approve or disapprove tuition reimbursement applications based on the needs of the Center, the following conditions generally apply:

- The employee’s course of study must begin after at least six (6) months of continuous service as a full-time or part-time employee.
- The employee must have received at least a "meets expectation" on his or her last performance appraisal and not have received a first written warning in the last six months, or a final written warning in the last 12 months.
- The employee must discuss his or her educational plans with his or her manager, complete a Tuition Reimbursement Application, and obtain the manager’s approval.
- The employee must apply for Tuition Reimbursement approval before the start of the program/courses.
- The employee must attend an accredited institution.
- The employee must submit an acceptance letter from the school at the start of a new undergraduate or graduate program.
- The employee must attain a grade of “C” or better for all graded courses, “Pass” for non-graded courses, or a “Certificate of Completion” for all certificate programs, and submit an official transcript or grade report as proof.
- The employee must submit a Bursar’s itemized receipt with proof of payment.
- The employee must indicate the total amount of financial aid he or she received (e.g., TAP or PELL grants or other scholarship). The amount will not be counted towards the reimbursement maximum.
- The employee is a regular full-time or part-time (working at least 18.75 hours per week) employee at the time of course completion.
- The employee must ensure that the course of study does not interfere with his or her work requirements.
- The employee must submit the request for reimbursement within six (6) months of the end date of the course.

The Tuition Reimbursement Policy does not cover:
- Individual courses, except for prerequisite courses required for admission into a nursing program. Nursing programs and courses must be initially approved by the Director of Nursing Professional Development.
- Associate degrees in Nursing.
- Workshops, training courses, seminars, or conferences.
- Additional costs such as student activity fees, late fees, health insurance, or part-time fees.
- Review courses for licensing/certification examinations (e.g., preparatory course for C.P.A. or pharmacist licensing examination).
- Books and supplies.
- Any portion of tuition fees covered by scholarships, awards, or grants.
- Tuition exceeding the $12,500.00 per calendar year maximum for full-time employees.
- Tuition exceeding the $6,250.00 per calendar year maximum for part-time employees.
- Taxes that are applied by law to tuition reimbursement payments for programs that qualify employees for a career change.
- Prerequisite courses prior to admission to a graduate program.
- A second undergraduate degree other than a bachelor’s degree in Nursing.
- A second graduate degree, unless approved due to organizational relevance and need.

Degrees and Courses of Study Covered under the Tuition Reimbursement Program

Degree Programs
Degree programs are those offered by an accredited institution that award, associate, undergraduate, or graduate degrees.
For undergraduate programs, the program must be relevant to the employee’s current position at the Center or relevant to the employee's career development at the Center.

For graduate programs, the program must be relevant to the employee’s current position at the Center or be a requirement for an existing position within the Center. Approvals for doctoral programs are based on organizational need and budgetary constraints.

**Certificate Programs**
Certificate programs are offered by an accredited institution that awards a certificate upon successful completion of a specific number of courses. The certificate program must be relevant to the employee’s current position at the Center or be a requirement for an existing position within the Center. Certification exams are not covered by the Tuition Reimbursement Program.

**Dissertation Advisement**
The Tuition Reimbursement Program reimburses doctoral students up to three (3) dissertation advisement semesters during which the employee is not enrolled in any other course but is working on the doctoral dissertation.

**Professional Licenses**
The Tuition Reimbursement Program covers an examination fee for a professional license that is required for an employee to practice as a professional. The license must be relevant to the employee’s current position or be a requirement for a position within the Center. Licensure renewals are not covered by the Tuition Reimbursement Program.

**Signatures of Approval**
All degree and certificate programs require appropriate signatures of approval prior to registration. These include the signatures of:

- The employee’s immediate manager, and for Nursing Division employees, the Director of Nursing Professional Development.
- The designated representative(s) from the Learning and Organization Development Department, or EdAssist.
- The employee's division Vice President and the Center's Executive Vice President for all courses above a Master's level.

For questions regarding the Tuition Reimbursement Policy, contact EdAssist at (855) 687-7641 or msk@edassist.com.