



Education Assistance

Tuition Assistance Guidelines

Benefit

- Full time employees may receive up to **\$5,000** of tuition reimbursement per calendar year.
- Part time employees may receive up to **\$2,500** of tuition reimbursement per calendar year.
- Casual, full time and part time employees may receive up to **\$5,000** of tuition reimbursement per calendar year if they are pursuing certain coursework listed below:
 - AS or BS Nursing (AND, BSN)
 - As or BS Radiologic Technology
 - AS or BS Respiratory Therapy
 - Licensed Practical Nurse (LPN)
 - Paramedic
 - Medical Assistant (MA)
 - Surgical Technologist
 - Certified Nursing Assistant (CNA)
- Reimbursements are applied to the calendar year in which the payment is made.
- Approved degree programs and coursework defined as Certificates, Diplomas, Associates, Bachelor's, and Master's provided by an eligible educational institution.
- Tuition assistance is available for **tuition and fees only**.
 - **Reimbursement does not include:** housing, insurance, cafeteria, and books.
- Employees eligible for scholarship plans through any external funding, grant, governmental program, or VA benefits are expected to avail themselves of those programs prior to applying for tuition assistance under this program.
- If employee's costs are not entirely covered by other programs, tuition assistance is available for the cost difference up to the annual maximum.

Employee Eligibility

- Employee must be in good standing at the time of payment. Refer to HR12 Employment Status policy.
- Employee must be a 0.5 FTE or greater for the duration of the course(s) unless they are obtaining one of the specific programs listed above.
- Employee must sign a retention agreement and must agree to maintain employment for the following 12 months after retention agreement is signed.

Course Eligibility

- Courses must:
 - Begin on or after date of hire as documented in Workday.
 - Be taken at an eligible educational institution as listed on the U.S. Department of Education's Database of Accredited Post Secondary Institutions and Programs (DAPIP) or the Federal Student Loan Program list.
 - Be taken for credit and degree/graded courses must be completed with a passing grade (passing is considered a "C" or above)
 - Benefit the organization and/or be part of a degree curriculum that benefits the organization.
- Continue education units (CEU's) are not counted as a class credits.
- Employees are responsible for making sure they meet the eligibility requirements **before enrolling in courses**.

Application

- Request for Reimbursement must be submitted electronically in Workday for processing within 90 days of course completion and include:
 - Itemized financial statement showing tuition cost, any fees and method of payment.
 - Final course grade(s), if applicable
 - The retention agreement completed through DocuSign.

Payment

- If all paperwork is received by 3 PM on Wednesday the week prior to the paycheck date, it will be on that paycheck. Otherwise, it will be on the following check.
- According to IRS regulations, if your tuition assistance, certification assistance, and student loan assistance payments, if applicable, exceed \$5,250 annually, you will be taxed on the amount that exceeds the limit. See HR policy #39 for more details.

Retention Agreement Guidelines

- Employee must meet all employee eligibility requirements (listed above)
- Employee will be required to repay the tuition assistance amount if they do not meet all requirements in the retention agreement.

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