



TUITION ASSISTANCE PROGRAM

INSPIRED BY YOU

WHO IS ELIGIBLE?

Full-time or part-time employees with at least 90 days of continuous service are eligible to receive tuition assistance. We encourage you to grow and develop your personal skills!

WHAT PROGRAMS ARE ELIGIBLE?

- CNA Certification
- CMT Certification
- LPN Licensure
- LPN to RN Bridge
- RN to BSN Bridge
- College Coursework Toward Degree Program
- Other Courses Approved by Your Administrator or Executive Director

PROFESSIONAL DEVELOPMENT PERSONAL ENRICHMENT

APPROVAL REQUIREMENTS

The approval process is easy!

- Obtain a Tuition Assistance Agreement from the community's Payroll Representative.
- Complete the form and submit it to the Administrator/Executive Director.
- Wait for your Administrator/Executive Director to let you know that your request has been approved.

You must receive written approval prior to the start of your course. If you fail to do so, you will be ineligible for reimbursement under the program. Employees participating in the tuition reimbursement program can receive up to \$2,500 in reimbursement per year. Additional reimbursement dollars must be approved in advance by the VP of Operations.



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HOW MUCH ASSISTANCE IS PROVIDED?

For employees with 90 days but less than 2 years of service, we will reimburse up to \$1,000 per semester, or \$2,000 in a calendar year. Reimbursement is given upon completion of the course.

For employees with 2 years of service or more, we will reimburse up to \$1,500 per semester, or \$2,500 in a calendar year. Reimbursement of 50% will be given upon enrollment in the course, and the other 50% will be given upon completion of the course.

For both, eligible courses will apply to the calendar year in which the course started.

IS THERE A PAYBACK AGREEMENT?

If you receive tuition assistance, you agree to remain employed for 12 months from the course end. If an employee voluntarily ends employment prior to the 12-month period, reimbursement will be due to the employer. Within State and Federal guidelines, the amount due will be deducted from the employee's final wages.

You will be reimbursed for tuition and associated texts/study materials for your eligible courses.

- Courses must be taken through an accredited institution.
- Courses must be related to work at the employer. This includes coursework that will enhance your performance in your present job or increase your knowledge to assist you in qualifying for a promotion or transfer.
- You must be a regular full-time or part-time employee and have completed 90 days of continuous employment with a good work and attendance record and not eligible for any other educational benefits (scholarships, government programs, etc.).
- You must achieve a grade of "C" or better or "Pass" in courses that do not give a letter grade.
- You must have received approval for tuition assistance before the start of the course.
- Dues for student organizations, meals, transportation, insurance, parking, late fees or any other school related fees are not reimbursable.
- You must be an active employee with the employer on the date the reimbursement check is issued to qualify for the reimbursement.
- Official payment receipts and grade reports are required at the completion of the course to submit for reimbursement.