



Policy /Procedure Document	
Manual:	Human Resources
Origination Date:	01/01/1996
Last Review Date:	01/01/2004, 9/17/13
Next Review Due:	
Policy Owner:	Human Resources
Required Approvals:	_____
Committee:	_____
Leadership/Board:	_____

TITLE:	Tuition Reimbursement Program
SCOPE:	All Beacon Health System full-time associates assigned to 70 or more hours per pay period, and part-time associates assigned to 32 to 69 hours per pay period and have completed 90 days of employment are eligible for tuition reimbursement.
DOCUMENT TYPE:	Policy
PURPOSE:	Beacon’s Section 127 Tuition Reimbursement Program is intended to provide monetary assistance to eligible associates in their pursuit of approved educational activities and professional development.
PHILOSOPHY:	Beacon assists associates in their pursuit of educational goals and professional development through a Tuition Reimbursement Program.
DEFINITIONS:	N/A
PROCEDURE:	<p>ELIGIBILITY: To be eligible to apply for the scholarship program the associate must meet all of the following criteria:</p> <ul style="list-style-type: none"> • Full-time, non-bargaining unit associates, assigned to 70 or more hours per pay period and who have completed 90 days of employment with Beacon Health System. • Part-time, non-bargaining unit associates, assigned to 32 to 69 hours per pay period and who have completed 90 days of employment with Beacon Health System. • Full-time and regular part-time bargaining unit associates, who have completed the probationary period, may receive the amount of tuition reimbursement as outlined in the bargaining agreement. Refer to the bargaining agreement for specific annual maximum amounts. <p>REIMBURSEMENT PROCEDURE: When an associate desires tuition reimbursement, he/she must:</p> <ul style="list-style-type: none"> • Ensure that he/she is qualified and accepted for enrollment at the educational institution. • Complete and sign a Tuition Reimbursement Application form and give it to his/her Department Manager or Director for approval and signature prior to enrolling in the course(s).

- Enroll in and complete the course(s) with a passing grade of “C” or higher, for which reimbursement will be requested.
- Compile the completed/signed Tuition Reimbursement Application, all itemized paid receipts, and final grade slip (**must identify the associate as the student of the grade**).
- Send reimbursement materials to the attention of Patty Tomaszewski in the Benefits section of Human Resources. **Incomplete applications will be returned to the associate.**

Documentation must be submitted by the dates immediately following the end of the semester:

- Spring (classes January thru May): July 1
- Summer (classes May thru August): October 1
- Fall (classes August thru December): December 20
(In the event the applicant has not received their Fall grade(s) by December 20th, applicant will still be allowed to turn in the tuition reimbursement request until January 31st of the year immediately following, but it will be applied to the new years' maximum reimbursement amount.)

PAYMENT AMOUNTS:

- Full-time associates - \$2,500 per calendar year
- Part-time associates - \$1,250 per calendar year

The amount of monies each associate receives in combination for tuition and scholarship reimbursement cannot exceed the annual Internal Revenue Service's Section 127 maximum. The annual maximum limit per calendar year is currently \$5,250.

PAYMENT INCLUDES:

Tuition reimbursement pertains to courses taken through recognized and/or accredited vocational schools, trade school, secondary schools, colleges, or universities.

Covered expenses eligible for reimbursement are:

- Undergraduate Tuition Fees
- Technology Fee
- Activity Fee
- Lab Fee
- Computer Lab Fee
- Administration Fee
- Internet Fees for On-line Classes
- Nursing Clinic Fee
- Books

Reimbursement for non-academic credit courses, where Continuing Education Credits (CEUs) are earned, will be considered under this program.

PAYMENT EXCLUSIONS:

Reimbursement will not be provided for:

- Registration Fee
- Late Registration Fee
- Student Service Fee
- Application Fee
- Admission Fee

- Deferment Fee
- Masters (MSA) Fee
- Nurses Test
- Malpractice Insurance
- Services Assessment Fee
- Education Resource Fee
- Registration Fee
- Consumable Fee
- Rehab & Repair Fee
- Supplies (dissecting kits, equipment, pens/pencils, notebooks, food, etc.)
- Deposits
- Transportation and/or Parking Permit

Reimbursement will not be provided for attainment of certifications. (These funds, if available and approved, will be provided through the department of assignment or through certification reimbursement.)

Reimbursement will not be provided for courses that have been paid for and/or reimbursed under another funding source (e.g. scholarships, grants, Reach Out Club, etc.).

REPAYMENT OF TUITION:

Associates will be expected to repay Beacon Health System an amount of tuition reimbursement when they terminate employment in less than one year following the receipt of their most current tuition reimbursement funds. The associate must repay the full amount of the tuition assistance provided.

For further information or clarification regarding tuition reimbursement, contact Patty Tomaszewski at 647-7901 or ptomaszewski@beaconhealthsystem.org.