

Employee Tuition Reimbursement Program

Information Sheet and Application



As part of our commitment to scholarship, University Hospitals offers financial assistance to help employees advance their knowledge and skills through post secondary education.

Eligibility

Employees must complete 1 year of service prior to the start of the class being submitted for reimbursement in the Program. The employee must be in an active, regular status and be officially scheduled to work 35 hours or more per week (according to HR Personnel Records) for the entire duration of their participation in the Program.

School and Course Requirements

All courses must be taken at a licensed, fully accredited, post-secondary institution (college or university) and must be completed for academic credit and a letter grade. Degree programs eligible for tuition reimbursement are to be such programs that can be commonly utilized at University Hospitals after graduation. Degree programs not commonly utilized at UH may be denied for reimbursement. Human Resources will communicate denials to the employee upon review of the initial application. Courses taken for audit, contact hours, clock hours, practice hours, class hours, continuing education units (CEU's), etc. are not eligible for this program. Classes that result in Pass/Fail or Unsatisfactory/Satisfactory rating will be considered at the Doctorate level only. Courses that are offered via the web are allowable provided they meet the aforementioned criteria.

Qualified Expenses

This program reimburses employees for their college expenses up to the maximum levels established by entity for active full-time employees. Expenses covered include tuition, registration fees, required course fees and laboratory fees. This program does not reimburse for late fees or accrued interest, payment plan enrollment fees, parking or mileage, meals, books, uniforms, equipment or school supplies. For specific fees not listed, HR will have final determination on eligibility for payment within the program.

Reimbursement Amounts

Maximum reimbursement for eligible employees based on entity and status is \$3,000 for full-time (35+ hrs/wk) employees per calendar year. UHMSO/UHMP employees have a different eligibility and reimbursement schedule and should contact their Human Resources Department directly to obtain reimbursement information and amounts. If an employee's status changes while participating in the Program to an ineligible status under the program, the employee will NOT be reimbursed for the submitted courses. Student loans are reimbursable up to the maximum reimbursement amount for full employees, provided the funds are used for qualified expenses. The amount received from grants and scholarships is not reimbursable and will off-set any employee expenses or out of pocket payments.

Enrollment Procedures

It is recommended employees submit via fax the completed application form **with their manager's signature** and a copy of the course registration or class schedule as well as a paid tuition statement/receipt to the HR Service Center no later than **30 Calendar Days** after the official start date of the academic term that the employee plans to attend. Employees may request a payment deferral letter, deferring payment for classes until after the grading period from the HR Service Center at the time of application.

Reimbursement Procedures

Employees must submit a copy of their grade report or transcript **NO LATER THAN 30 DAYS** after the last official day of class to the HR Service Center. Employees must earn a grade of 'C' or better in an undergraduate course, and a grade of 'B' or better in a graduate course, to be eligible for reimbursement. Employee's must have a performance rating of 2 (frequently meets expectations) or better at the time of reimbursement or no reimbursement will be made.

Reimbursement will be processed within your normal paycheck through direct deposit and may take up to 1 to 2 pay period for processing after submission. Funds are not remitted to your school; the employee is reimbursed under the guidelines of this program.

Employees must be in an active, regular status position at the time of reimbursement. If an employee transfers to another UH entity during the employees current academic term, the employee will subject to the policy and benefit level that applies at the new entity as of the date of the transfer. Any reimbursements received prior to the transfer date within the calendar year will be deducted from the employee's new tuition reimbursement benefit level. *Please note: Reimbursements will only be made to active, regular employees properly enrolled in this program for current school terms. Requests for retroactive reimbursements will not be accepted.*

UH Employee Tuition Reimbursement Program

Application



Complete and return this application signed by your manager along with your first course registration or class schedule and the paid tuition statement to the HR Service Center at the Management Service Center (MS-9215). Applications may also be sent via fax to **216-201-4066**. To be eligible, this application must be received no later than 30 days after the start of the academic term. Please do not e-mail.

Name (print): _____

Last 4 digits of SSN: _____

Position: _____ Department: _____

Entity (check one): UHMSO/UHMP Geneva Medical Center All other UH Entities

Work Phone: _____ Alternative Phone: _____

Email Address (other than work) _____

NOTE: Employees must be full time and have 1 year of service as of course start date.

Employment Start Date: _____ Status: Full Time
(mo/day/yr) (35+ hrs/wk)

College or university you will be attending: _____

Major field or course you will be enrolled in: _____

Academic status (check one): Associate Bachelors Masters PhD

Will you be receiving student financial aid (Grant, Scholarship, Student Loan) in the current term?

Yes No Not Sure

If you answer YES, attach to this application the type and amount of financial aid you are receiving.

By signing below, I certify that I understand the Tuition Reimbursement Program policies and procedures (HR-44) and that the enclosed information is accurate and truthful. I recognize that it is my responsibility to submit all grades to HR Services within 30 days of course completion.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

HR Department Use Only

Approved for: Maximum benefit per calendar year: \$ _____ Not Approved

Signature: _____ Date: _____

Supervisor, HR Services