

Tuition Reimbursement Questions and Answers

What is the basic process for tuition reimbursement?

Within two weeks of start of course, individuals must provide a completed Tuition Reimbursement form to Organizational Development (OD) along with original receipt of tuition paid. Then, within 30 days of completion of the course, they must also submit a copy of their grades. They must have received a grade of "C" or better in their courses. Once the grades are received by OD, the check request process will be initiated. Forms are available from OD and/or the Erlanger Intranet.

Who is eligible for tuition reimbursement?

Individuals who are full-time (.85 FTE or above) and part-time (.50-.84 FTE) and have completed a 6 month probationary period of employment at Erlanger are eligible for reimbursement.

How much money is available to me for tuition reimbursement?

Full-time regular employees (scheduled .85 or above) can receive up to \$2000 per fiscal year. Part-time regular employees (scheduled .50-.84) can receive up to \$1000 per fiscal year.

What is included in the reimbursement fee?

Erlanger reimburses for tuition/maintenance fees only. Tuition/maintenance fees do not include books, registration, activity/lab fees, etc.

Can I take classes anywhere?

To qualify for tuition reimbursement, institutions in which EHS employees are enrolled must have accreditation by a regional accrediting association.

Does the course of study have to pertain to my work?

No, your course of study does not have to pertain to your current job position. Erlanger provides reimbursement to employees working towards a degree/certificate at approved colleges or vocational schools in any area of study.

How is the tuition reimbursed and how long does it take to get a check?

After the necessary forms are submitted and approved by Organizational Development, the information is sent to the Accounting Department. A check is mailed from accounting to the employee's home. There is a turn around time of 30 days.

What about certification costs?

Up to \$300 per fiscal year is available to employees for the purpose of covering certification exam costs or direct certification fees for major certifications related to their jobs. Certification REQUIRED for the job will be the employee's responsibility to maintain.

What are the obligations for my receiving reimbursement?

Full-time employees are required to complete one month of service for each \$166.67 reimbursed. Part-time employees are required to complete one month of service for each \$83.33 reimbursed. If an employee terminates before he/she fulfills her service obligation, they will be billed for the remainder of their owed reimbursement.

For any questions regarding Tuition Reimbursement, contact Gail Hardison, 778-2650