



# TUITION ASSISTANCE PROGRAM

## ELIGIBILITY / AMOUNT

- Group 1 employees - \$3,000 / calendar year
- Group 2 employees - \$1,000 / calendar year
- Must complete 90-day probationary period prior to the date course begins

## ELIGIBLE EXPENSES

- Tuition Fees
- Applicable lab fees
- Registration fee

## ELIGIBLE PROGRAMS

- Courses offered at accredited institutions
- Hospital job-related

## COURSE LIMITS

- Maximum of two courses per school term will be approved

## GRADES

- Must pass with grade "C" or better
- Original grade reports must be submitted to Compensation and Benefits

## APPLICATION

- Must be submitted prior to beginning of term with appropriate approvals along with itemized statement of tuition charges and paid receipt.

## REIMBURSEMENT

- Processed after submission of grades
- May be considered as taxable income in accordance with current legislation

## PAYBACK OBLIGATIONS

- Must remain in Group 1 or 2 category one month for every \$250 reimbursed
- Outstanding obligation is deducted from final paycheck