

EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM



THE OFFICIAL FACT SHEET FOR THE DEACONESS TUITION REIMBURSEMENT PROGRAM

Who is eligible?	<ul style="list-style-type: none">• All employees authorized to work 40 or more hours per pay period.• Employees enrolled in the Student Nurse Academy (Levels 1-3)• Employees must not have received a corrective action (warning notice) within a year from the end date of the class.• Employees must have one year RN experience before we will approve an MSN degree.
How long do I have to be employed before I can begin?	<ul style="list-style-type: none">• You may participate in the Deaconess Employee Educational Assistance Program as soon as you become employed at Deaconess.• Your reimbursement check will be held, however, until you have satisfactorily completed 120 days of employment.
How much money am I eligible to receive?	All full-time and part-time employees authorized to work at least 40 hours per pay period are eligible to receive \$5,250 per calendar year while enrolled in undergraduate or graduate level classes.
What expenses are considered reimbursable?	<ul style="list-style-type: none">• The Deaconess Employee Educational Assistance Program covers tuition costs and nursing program fees only.• Registration fees, books, lab fees, etc. are not reimbursed under this program.
What classes are eligible?	<p>To be considered for the Deaconess Employee Educational Assistance Program, the class(es) an employee takes must meet one of the following:</p> <ul style="list-style-type: none">• Constitute a current job requirement• Enhance the ability of the employee to perform his or her current job• Enable the employee to be promoted into a job within Deaconess Health System that is deemed difficult to fill

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Please direct any questions to
_HRTuitionReimbursement@deaconess.com

Are Certifications Covered?	Voluntary certifications or registrations in an area that would enhance the employee's knowledge or skills related to his/her current job are covered.
How do I apply?	Applications are submitted electronically via the Guild website. Information can be found on D-Web/Human Resources/Benefits to help with creating an account and submitting documentation.
What is the procedure for applying?	Applications must be completed via the Guild website before classes begin each semester. Employees will receive a notification from Guild regarding the status of their application.
When do I receive my reimbursement?	<ul style="list-style-type: none"> • Employees must upload their final grade(s) and an itemized bill showing the semester's charges in Guild. • Employees pay for their classes up front and are reimbursed when they complete the class. • Employees taking undergraduate level classes must earn the required grade to be reimbursed. • The employee will receive payment as a non-taxable earning on their regular payroll check within four to six weeks of submission of the required documentation.
What is my obligation after receiving reimbursement?	<ul style="list-style-type: none"> • The amount of tuition assistance received by employees is considered by the hospital to be an interest-free loan and is to be repaid through continued active employment. • Obligation is repaid at a rate of \$1 per 1 hour worked from the end date of the class. • Employees who go to a supplemental status must repay their tuition through continued employment by working 1 hour for every \$1 owed within one year of going DSS. The balance will be due from the employee if they do not work off the required amounts. • Employees who terminate from Deaconess must repay the remaining balance of any educational assistance loan that was not repaid through continued active employment.

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