



PROCESS: Tuition Reimbursement

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| <i>Original Implementation Date:</i> | 9/27/22 | <i>Date Reviewed/ Revised:</i> | | <i>Area of Responsibility:</i> | Human Resources | <i>Version:</i> | 1 |
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PURPOSE: To outline the complete process for team members to participate in the Tuition Reimbursement program.

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Section 1: Program Information Availability

All information regarding this program is available on the Tuition Reimbursement section of the Education Opportunities page on the Team Member Portal: <https://employees.sunhealth.org/education-opportunities/>.

Section 2: Tuition Reimbursement Program Details

POLICY: [Tuition Reimbursement Policy](#)

- a. **Who is Eligible:** The team member must be
 - 1. a full- or part-time team member. (P.R.N. ineligible),
 - 2. Be attending an accredited college, university, or technical institute,
 - 3. Be a team member for six (6) consecutive months, and
 - 4. Have the course approved by their manager prior to course starting by completing the **Tuition Reimbursement Consideration Request** on the [Tuition Reimbursement Form](#).
- b. **What is Covered:**
 - 1. Full-Time: Up to \$500 for tuition and books per class with a maximum of \$2,000 within a twelve (12) month period from the team members first submission (not fiscal or calendar year).
 - 2. Part-Time: Up to \$250 for tuition and books per class with a maximum of \$1,000 within a twelve (12) month period from the team members first submission (not fiscal or calendar year).
 - 3. P.R.N. team members are not eligible.
 - 4. Tuition reimbursement may be requested for courses started after the 6-month eligibility wait period has been completed.
 - 5. The policy does not include fee reimbursement (registration, pre-testing, parking, etc.).

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c. Grade Restrictions:

1. Course final grade. “A, B & C” grades are reimbursed 100% of the course cost up to \$500 per class for full-time team members or \$250 per class for part-time team member for tuition and books. “D” and “F” grades are not reimbursed and may not be submitted for reimbursement.

Section 3: Advanced Program Approval

For any team member to submit a request for Tuition Reimbursement, the program must be approved prior to starting the course by the manager and confirmed with the campus Executive Director to be included in the fiscal year budget. At this time, the manager can also provide the Campus and Department Code to the team member for the Tuition Reimbursement Form. The campus Human Resources representative should be included when the Executive Director is notified to confirm the team member and program are eligible within the policy and how much the team member is able to request.

Section 4: Team Member Application

The team member should gather all necessary documents to complete the Application prior to completing the form with their manager. The application should include:

1. Completed **Tuition Reimbursement Application** on the [Tuition Reimbursement Form](#) signed by team member and manager and must include:
 - a. Documentation of course, dates, and final grade
 - b. Receipt for course tuition and book payment and amounts by team member.
2. Completed [Employee Expense Reimbursement Form](#) signed by team member and manager.

*The required attachments are needed for Finance department auditing purposes. Additional documentation may be required upon Finance department request.

Section 5: Human Resources Verification & Approval

Once the Application and Expense Reimbursement Form is complete, it needs to be submitted to the campus HR representative to verify all the information is complete and correct according to the policy. This includes verifying the team member date of hire (and if 6-month eligibility period has been met), status (part-or full-time), amount requested, all documentation is included, and the application is completed correctly.

Section 6: Submission to Finance

HR approved Tuition Reimbursement requests should be sent to Monica Allen & Mayra Alvarado to be processed for payment and cc Erin McKee. These requests have approximately a three to four-week turnaround time once it is received by the Finance department and the reimbursement check will be mailed directly to the team member home address.

Section 7: RELATED RESOURCES: *POLICY: Tuition Reimbursement; FORM: Tuition Reimbursement Consideration; Employee Expense Reimbursement Form.*