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Owner Christia Hicks:
CHIEF HUMAN
RESOURCES
OFFICER
Policy Series 950 - Hospital
Administration
Policies

Tuition Education Assistance, 950-43

PURPOSE

1. To assist employees in enhancing their qualifications for current and/or future positions at Eskenazi Health.
2. To encourage Eskenazi Health employees to acquire new knowledge, skills, and competencies.
3. To support high potential employees who have demonstrated a commitment to Eskenazi Health and the mission, vision and values of the organization.

POLICY

Eskenazi Health may offer tuition assistance to employees obtaining approved degrees.

1. **Eligible Employees:** To be eligible for tuition assistance, Eskenazi Health employees must meet the following criteria:
 - a. Employees must maintain current full-time or part-time status in a benefit eligible role at time of application, and during the entire semester or equivalent time period.
 - b. Employees who are terminated, or who terminate employment prior to submitting a completed Tuition Reimbursement Request Form with an official grade report and detailed account statement, will not be eligible for reimbursement.
 - c. Employees must have been employed in a benefit eligible full-time or part-time position at Eskenazi Health for 12 months prior to applying for the Tuition Assistance program.
 - d. Employees must have no active corrective disciplinary action for either attendance or performance, this includes verbal warnings and performance improvement plans, at the time of the application or during the tuition process. Any corrective action will make the employee ineligible for the tuition assistance program. In order to continue in the program the employee must reapply after 12 months of no corrective actions.

- e. Employees must have a minimal rating of "Meets Expectations" on the most recent performance appraisal.

2. **Approved Course:** The following courses may be approved under this policy.

- a. GED testing at one hundred percent (100%) for full-time and part-time benefits eligible employees.
- b. Undergraduate credit courses from an accredited college or university taken in pursuit of a job-related undergraduate degree (prerequisite and college prep classes not included).
- c. Graduate credit courses up to a Masters Level from an accredited college or university taken in pursuit of a job-related graduate degree. (prerequisite and college prep classes not included). Doctoral programs are not approved.

3. **Reimbursement Criteria:** To obtain reimbursement, employees must meet the following criteria:

- a. Courses must be related to your current job or will enable continued career growth at Eskenazi Health.
- b. All courses related to an undergraduate degree must be completed with a minimum grade equivalent of C or above.
- c. All courses related to a graduate degree must be completed with a minimum grade equivalent of B or above.
- d. Courses that are based on pass/fail grading system must be completed with a passing grade.
- e. Reimbursement amount will be based upon employee status (benefited full-time or part-time) at the time reimbursement request is received by HR. Listed below, are the reimbursement rates for an eligible full-time benefited employee.

Table 1

Degree	Yearly Maximum Reimbursement Amount	Maximum Reimbursement Amount by Degree Type
BSN	\$5,250	\$18,500
Undergraduate	\$3,000	\$18,500
Graduate	\$3,600	\$14,500

- f. Listed below, are the reimbursement rates for an eligible part-time benefited employee.

Table 2

Degree	Yearly Maximum Reimbursement Amount	Maximum Reimbursement Amount by Degree Type
BSN	\$2,625	\$9,250
Undergraduate	\$1,500	\$9,250
Graduate	\$1,800	\$7,250

- g. Eskenazi Health will not reimburse program fees, deferment fees, fees for late registration, parking, student activities, athletics, books, supplies, admission, registration, challenge exam, graduation, technology, or similar expenses or certificates.
- h. Eskenazi Health will not reimburse course fees which are covered by grants/scholarships, including Eskenazi Health Foundation scholarships. Eskenazi Health will subtract the amount of the grants, scholarship and military benefits from the total amount of reimbursement.
- i. Eskenazi Health will reimburse employees who are enrolled in the Nurse Practitioner Programs through Indiana University - Purdue University at Indianapolis (IUPUI), and Purdue University. Specialty Nurse Practitioner programs require special approval of the chief nursing officer and vice president of human resources.

4. Tuition Repayment Criteria: Voluntary and Involuntary employee separation

- a. In the event an employee separates from the organization within 12 months of their last reimbursement, the employee is responsible for repayment of all reimbursement amounts received towards the pursued degree to date. This amount will be prorated for the 12 month retention period.
 - i. For example, if an employee received \$9,000 in assistance over a 3 year period toward the completion of their degree, and they leave the organization 6 months after their last reimbursement, the employee would be responsible to repay Eskenazi Health half of the original reimbursement amount, \$4,500.

PROCEDURE

1. Tuition Assistance Program Application

- a. To apply for tuition assistance, employees must complete the Degree Approval Application and Promissory Note Assignment of Wages which is available on the Human Resources Landing Page and on EHUB. (See the Degree Approval Application/Promissory Note Assignment of Wages Link in the Attachments section of this Policy).
- b. The employee must submit the Degree Approval application electronically with all appropriate supporting documentation and leadership signatures to Human Resources no less than 30 days prior to the start of course(s). Follow all instructions listed on the Degree Approval Application.
- c. In the event an employee fails to meet the tuition assistance program criteria, a human resources representative will contact the employee with the reasons for denial.

2. Tuition Reimbursement

- a. Employees must have an approved Degree Approval Application in order to be eligible for reimbursement
- b. To receive reimbursement, employees need to go to the Eskenazi Health Tuition Reimbursement Portal and complete an electronic request. The Portal Link is

located in the 'Applications' Tab on E-hub: [EH Tuition Reimbursement Payout Request](#).

- c. Employees are required to submit the Tuition Reimbursement request and a minimum of two (2) attachments for the grade receipt and detailed cumulative student account summary statement no later than 30 days after receipt of grades(s).
 - i. An official grade report from the school to include school name and employee's name.
 - ii. A detailed cumulative student account summary statement including payment of fees. Statement must include a beginning and ending balance, type of payment method applied to account, tuition costs/adjustments, financial awards received (scholarship, grant, special discounts). Documents retrieved from the official educational institution's online portal must include employee's name, name of school, and/or web address and an itemized billing record.
- d. Falsification of records submitted (grades and/or payment fees on account statement) is grounds for discipline, including termination. Refer to the Employee Handbook, "Rules of Conduct and Performance" section.
- e. Human resources will verify all data, calculate the reimbursement amount, and maintains final approval for the requested tuition reimbursement. Any denied requests will be communicated to the employee.
- f. Approved Tuition Reimbursement Forms will be forwarded to Payroll for processing via Eskenazi Health's payroll system. Employees should allow up to six (6) weeks for completion of the process.

Managers and/or department heads are responsible for validating whether an employee who is seeking tuition reimbursement has received any corrective action within the last 12 months.

Attachments

[Degree Application and Promissory Note](#)

Approval Signatures

Step Description	Approver	Date
	Andrea Heid: LEGAL ADMINISTRATION MANAGER	2/4/2022
	Lisa Harris Md: CHIEF EXECUTIVE OFFICER	2/3/2022

Rene Wyatt-Foston: SENIOR
COUNSEL, PRIVACY DIRECTOR

2/3/2022

Andrea Heid: LEGAL
ADMINISTRATION MANAGER

2/3/2022

Christia Hicks: CHIEF HUMAN
RESOURCES OFFICER

1/4/2022

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