

# NORTHEAST ALABAMA REGIONAL MEDICAL CENTER TUITION REIMBURSEMENT REQUEST SUMMARY

## APPLICATION PROCESS

Upon **completion of three (3) months of continuous employment**, employees requesting financial assistance to enroll in accredited school courses relevant to hospital needs must complete a Tuition Reimbursement Application and submit it to their Department Director/Nurse Manager for approval. Applications must be submitted at least 30 days prior to the start date of the semester. Completion of this request form does not constitute automatic approval. This form is submitted to a tuition approval committee and then the Human resources Department notifies employees of the final decision.

The employee must complete the TUITION REIMBURSEMENT PROGRAM DEGREE CURRICULUM form when submitting the initial application for tuition reimbursement. The list of courses will be monitored throughout the education process.

**PRN employees are INELIGIBLE for this program.**

## REIMBURSEMENT SUMMARY

Reimbursement covers **tuition cost only**; therefore, the employee is responsible for any costs incurred over that amount. The employee is responsible for full payment of all fees directly to the education institution at the time of registration or in accordance with school policy.

Reimbursement of 100% will be awarded to the **full-time employee** upon successful completion of a course with a grade "C" or better. Reimbursement for **part-time employees** will be pro-rated based upon authorized hours. Example: a part-time employee who is authorized 48 hours per pay period during the course of study is eligible for tuition reimbursement at 60%; a part-time employee who is authorized 56 hours per pay period during the course of study is eligible for tuition reimbursement at 70%; a part-time employee who is authorized 64 hours per pay period during the course of study is eligible for tuition reimbursement at 80%.

**Tuition reimbursement will not exceed \$550 per credit hour, regardless of educational institution or degree path. Tuition reimbursement is available only after all other awards/scholarships/grants assistance has been utilized to the maximum extent possible. A copy of student bill must be presented to Human Resources.**

Employees who receive tuition reimbursement will be expected to work for Northeast Alabama Regional Medical Center for an equal length of time following their course of study. This can be done in subsequent succession. If an employee leaves prior to the commitment completion, the prorated reimbursement amount will be due to RMC and may be withheld from any remaining payroll checks.

## CHECK PROCEDURE

Employee must present the Human Resources Department with a copy of semester grades, tuition receipts and student bill upon completion of course of study. Human Resources will issue a check request for authorized amount of tuition and the check may be picked up in Human Resources Department. Accounting needs a minimum of five working days to allow sufficient time from process.

April 2024



NORTHEAST ALABAMA REGIONAL MEDICAL CENTER
TUITION REIMBURSEMENT APPLICATION

Employee Name: Position: Hire Date:
Email: Student ID#:
Department: Authorized Hours: Shift:
Name of College/University:
Degree Pursuing:
1st Semester Start Date: Estimated Graduation Date:
Total Program Hours Required: Cost Per Credit Hour \$ Estimated Total Tuition \$
Career Path Goals:

I understand and agree to abide by the terms of the Tuition Reimbursement Program.
(See Reverse Side) \*Tuition Reimbursement will not exceed \$550 per credit hour.\*

Date Employee Signature

TO: Director/Nurse Manager

Forwarded, recommending: APPROVAL DISAPPROVAL

Date Director/Nurse Manager Signature

Notes:

TO: Vice President- Divisional

Forwarded, recommending: APPROVAL DISAPPROVAL

Date Vice President-Divisional Signature

TO: Tuition Approval Committee

Forwarded, recommending: APPROVAL DISAPPROVAL

Date Tuition Approval Committee Representative

