

**TUITION REIMBURSEMENT APPLICATION PROCEDURE. Please read carefully:**

1. Fill out the entire Section A. Section B must be completed and approved by your department head.
2. Your department head must approve the application by the deadline listed below for each semester and submit to Human Resources. **NO LATE APPLICATION WILL BE ACCEPTED.**
3. After successful completion of course, submit the grade report & receipt showing amount paid for tuition to Human Resources for reimbursement. Satisfactory grades are: Grade of "C" or better for undergraduate and a grade of "B" or better for graduate. Grades of "C-" and "B-" are unacceptable. **Reimbursement normally occurs within 2-6 weeks of receipt of acceptable paperwork.**

**Section A**

 Name: \_\_\_\_\_ (please print) **Student Number #:** \_\_\_\_\_

Position \_\_\_\_\_ Department \_\_\_\_\_ Employee #: \_\_\_\_\_

 Check one:  Full-time employee  Part-time employee Date of Hire: \_\_\_\_\_

 Check one:  Undergraduate  Graduate College/University: \_\_\_\_\_ # hours per week \_\_\_\_\_

 Check Semester:  Spring Semester Deadline: **December 15<sup>th</sup>**
 Summer Semester Deadline: **May 1<sup>st</sup>**
 Fall Semester Deadline: **August 15<sup>th</sup>**

 Matriculation:  Yes or  No Name of Program: \_\_\_\_\_ Degree Expected (BS, MS, etc) \_\_\_\_\_

Course name and number:

1) \_\_\_\_\_ #Credit Hour \_\_\_\_\_

2) \_\_\_\_\_ #Credit Hour \_\_\_\_\_

3) \_\_\_\_\_ #Credit Hour \_\_\_\_\_

4) \_\_\_\_\_ #Credit Hour \_\_\_\_\_

**I, the undersigned, understand and accept the following conditions under which tuition aid may be granted:**

1. Tuition is not granted unless an approved copy with appropriate department head and human resource signatures is returned to the employee. It is the employee's responsibility to follow through with the department head if the form is not received by the deadline date listed above. Late applications will not be approved.
2. **I intend to remain with the hospital for a minimum of one year following completion of the course for which tuition aid and/or remitted tuition ids being granted. If on a LOA, employee is not considered "working" and must return to work to complete one year of service. If before the full year is completed, I terminate employment, I grant Crouse Hospital permission to deduct from my final paychecks the amount of the tuition aid and/or remitted tuition received in the previous year. If no deductions are made or if any amount is still owed after deductions are made, I will repay the remainder within 30 days of the termination.**
3. FOR TUITION REIMBURSEMENT: I certify I am not eligible for educational monies from other grants, scholarships or veteran benefits for the course(s) listed above OR I certify I am eligible for and have attached documentation thereof other grants, awards, or veteran benefits in the amount of \$ \_\_\_\_\_.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**Section B:** This section to be completed by your department head and Human Resources.

 Department head: **MUST VERIFY course of study is work-related before approving.** Send all copies to Human Resources for final approval.

 **Verified- Work Related** Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 127 of the Internal Revenue Code requires that educational assistance in excess of \$5,250 must be added to employees' taxable wages and employment taxes must be withheld.**



## **NON UNION TUITION AID PROGRAM**

Crouse Hospital will reimburse employees for a maximum of 15 credit hours per calendar year for approved courses in accredited educational programs.

- Full-time employees are eligible to apply for reimbursement up to **\$500 per credit hour for graduate degree courses** and up to **\$400 per credit hour for undergraduate degree courses**. One hundred percent (100%) of the first \$1,000 and 50% of the remaining cost will be paid for non-credit certification course (i.e., CASAC, Microsoft Certification) up to a maximum of \$1,750.
- Part-time employees working a regular schedule of at least 20 hours per week are eligible to apply for reimbursement up to **\$400 per credit hour for graduate degree courses** and up to **\$300 per credit hour for undergraduate degree courses**. One hundred percent (100%) of the first \$500 and 50% of the remaining cost will be paid for non-credit certification course (i.e., CASAC, Microsoft Certification) up to a maximum of \$1,250.
- Part-time employees working less than 20 hours per week are eligible to apply for reimbursement up to **\$150 per credit hour for graduate degree courses** and up to **\$100 per credit hour for undergraduate degree courses**. One hundred percent (100%) of the first \$250 and 50% of the remaining cost will be paid for non-credit certification course (i.e., CASAC, Microsoft Certification) up to a maximum of \$750.

Employees must work one year after the date tuition aid was last granted or the tuition aid must be refunded to the hospital.

## **NON UNION TUITION AID FOR CROUSE HOSPITAL SCHOOL OF NURSING**

Full or partial reimbursement is available for employees, their spouses, and any dependent children in the Crouse Hospital School of Nursing. Benefits and eligibility are based on the employee's number of years of service on a full- or part-time basis.

### **Full-time Employees**

- 50% paid tuition for employees employed up to 4 years.
- 100% paid tuition for employees employed for 4 years or more.

### **Part-time Employees**

- 50% paid tuition for employees employed 4 to 8 years.
- 100% paid tuition for employees employed for more than 8 years.

***Section 127 of the Internal Revenue Code requires that educational assistance in excess of \$5,250 must be added to employees' taxable wages and employment taxes must be withheld.***