

**The Providence Center**  
**Policy & Procedure Manual**

**Section: Human Resources**  
**Policy Name: Tuition Assistance**

**Policy Number: 3.48**  
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**Board Approved Policy: 10/4/2007**                      **Reviewed/Revised: 2/28/2008**

**Chief Medical Officer's Signature (when applicable):** \_\_\_\_\_

**President/CEO Signature:** \_\_\_\_\_

**Effective Date: 2/10/2005**

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**A. Policy:**

The Providence Center provides a Tuition Assistance program to support employees who take college level courses to improve their skills and competence in their present jobs, or to progress toward their career goals at The Center. Participation in the Tuition Assistance program is subject to the availability of budgetary funds. In instances where there is not sufficient budget to satisfy all of the program demand, priority will be given to continuing participants in the program and to applications based upon date of submission.

**B. Background: N/A**

**C. Definitions:**

**D. Procedure:**

**Eligibility**

1. All active, full time and part time (minimum of 18.75 hours per week) employees who have completed six (6) months of service (prior to the end of the course).
2. Employees must be matriculating students for the purpose of obtaining a degree in an accredited education program that is recognized by The Center as being beneficial to Center services. In addition, some specialized coursework for non-matriculating students may be approved particularly as it relates to obtaining a specific license or certification which is recognized by The Center as being beneficial to Center Services.

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3. The course work must be scheduled outside of work time. The supervisor may determine if the work schedule can be adjusted to accommodate a course.

**Procedure for reimbursement**

1. Employees must complete and sign a Request for Tuition Assistance form upon registering for a course. Human Resources must receive the request prior to the start of the course.
2. The request must be approved by the employee's supervisor and the respective Program Director and forwarded to Human Resources.
3. Human Resources will verify the eligibility of the employee.
4. The employee will be notified as to whether or not the course was approved for reimbursement.
5. Upon completion of the course, the employee must forward to Human Resources a copy of the final grade along with enrollment verification and payment receipts. The employee can be reimbursed upon completion of the course or can receive advancement of 50% of the tuition fees at the beginning of the course if they comply with the procedure below.
  - a) Upon request from the employee, TPC will advance 50% of the tuition fees at the beginning of an approved course based upon submittal of an itemized, paid tuition bill from an accredited education program. Any tuition advancement is contingent upon successful completion of the course and receipt of a grade that is compliant with guidelines ("C" or better for undergraduate courses and "B" or better for graduate courses).
  - b) Employees who request advancement of 50% of tuition fees at the beginning of an approved course must sign the Payroll Authorization portion of the Request for Tuition Assistance form which will allow TPC to recoup any payments made for courses which do not meet program guidelines, e.g. failure to complete the course, grade, etc.
  - c) The employee will need to reimburse TPC the amount of any payments that were advanced, if he/she:
    - receives a final course grade lower than program guidelines,

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-withdraws from the course,

-does not complete the course,

-leaves TPC, whether voluntarily or involuntarily, before the course is completed. However, if an employee is terminated due to position elimination, reimbursement will be made if there is compliance with all other guidelines.

6. Payroll will reimburse the employee upon receipt of the required documentation referred to above.

**Guidelines**

1. Employees in full time, benefit eligible positions, (37.5 - 40 per week) will receive up to 80% of tuition fees not to exceed a maximum of \$300 per undergraduate level course and not to exceed a maximum of \$600 per graduate level course. The maximum total reimbursement will not exceed \$2000 per calendar year.
2. Employees in part time, benefit eligible positions (18.75 hours – 37.5 hours per week) will receive reimbursement according to the same schedule, but will be subject to a prorated maximum calendar year benefit. For example: 24 hours per week for a part time eligible employee will be prorated  $24/37.5$  or 64% = \$1280 maximum annual benefit.
3. Employees in part time positions working less than 18.75 hours per week are not eligible for Tuition Assistance benefits.
4. Employees must receive a grade of “C” or better (or pass in a pass/fail grading system) for reimbursement of tuition for undergraduate level courses.
5. Employees must receive a grade of “B” or better (or pass in a pass/fail grading system) for reimbursement of tuition for graduate level courses.
6. Education expenses such as books, supplies, travel, exam fees, etc., are not reimbursable under this benefit.
7. A copy of the itemized tuition bill, in addition to the final grade (on the letterhead of the college or university) must be submitted within 90 days of the completion of the course.

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8. To receive reimbursement, the employee must be actively employed at the end of the semester in which the course(s) are completed.

**E. Statutes, Regulations and Standards:** None

**F. Distribution, Staff Development, and Training Requirements**

Staff will be informed of this policy in their Orientation. All staff will access the Policy and Procedure Manual on the TPC Intranet.

Deleted: other

**G. Forms and References:**

Request for Tuition Assistance Form

**H. Originated By:**

Chief Human Resource Officer