

## Tuition Reimbursement Program Frequently Asked Questions

### Q1. What is the Tuition Reimbursement Program?

A1. The CommonSpirit Health Tuition Reimbursement program offers financial reimbursement to eligible employees for the cost of tuition for work-related degree programs at accredited educational institutions.

### Q2. Who can take advantage of the program?

A2. You can take advantage of the Tuition Reimbursement program if you are:

- An active employee who is benefits eligible;
- In good standing; and
- Have completed 180 days of employment before your course starts.

Good standing means that:

- You have not received or you are not currently on a corrective action (or higher) within the last 12 months
- You have an overall performance rating of Meets Expectations or higher in the last performance period

### Q3. What courses and programs are eligible?

A3. Courses need to be work-related. They may help you with your current career, a new career, prepare you for a promotion—even get a degree. They also must be provided by an educational institution or within a degree program at an accredited college or university.

Courses taken for “no credit”, executive development programs, certifications, certification preparation programs and exam costs, workshops and seminars are not eligible for tuition reimbursement under the CommonSpirit Health Tuition Reimbursement Policy.

### Q4. Are certificate programs or certifications covered?

A4. Certificate programs and certifications are not eligible for tuition reimbursement under the CommonSpirit Health Tuition Reimbursement Policy.

### Q5. Who can help me identify courses and financial resources?

A5. Our program administrator, Bright Horizons EdAssist Solutions, has educational and financial advisors who can help you evaluate careers, programs and financial aid opportunities—all for free. Their advice can help you determine the best course of action to save you both time and money.

Q6. How much tuition reimbursement can I receive each year?

A6. EdAssist can share with you the maximum for which you are eligible. However, the amount you can receive also depends on your facility and division budget. Please check with your supervisor on this since they would need to approve the expense.

Q7. Do I need to talk to my supervisor about my courses?

A7. Yes, you should talk with your supervisor to make sure your work schedule can accommodate any scheduled programs. Once you apply for a course your supervisor must approve the class for it to be eligible for tuition reimbursement coverage

Q8. What process do I follow to sign up for the Tuition Reimbursement program?

A8. Once you have talked to your supervisor and he/she agrees your work schedule can accommodate your course, you are ready to move to the next step.

1. Complete a Tuition Reimbursement application online through our program administrator, EdAssist. You can access their website through **EmployeeCentral**
2. Once your application is complete, the program administrator will send your application to your supervisor for approval. Your supervisor can approve or deny the application within the EdAssist online system

Your Tuition Reimbursement application must be approved before the start of your coursework. Otherwise, you will not be reimbursed for that course.

Q9. Do I need to apply to the school as well?

A9. Yes. Note that signing up for the Tuition Reimbursement program does not enroll you for coursework through your educational institution. That is a separate process, and you will need to follow that institution's enrollment process.

Q10. Are there grade requirements for Tuition Reimbursement?

A10. Yes. The grade requirements are based on whether you are taking an undergraduate course, graduate course or pass/fail course, as shown below:

- Undergraduate Courses:

- B- and above eligible for 100% reimbursement ○ C+ and C eligible for 50% reimbursement
  - Grades of C- or lower are not eligible for reimbursement
- Graduate Courses:
  - B- and above eligible for 100% reimbursement ○ C+ or lower are not eligible for reimbursement
- Pass/Fail Courses:
  - Employee must pass the course to be eligible for 100% reimbursement

#### Q11. Are tuition reimbursement benefits taxable?

A11. Per IRS guidelines, all tuition reimbursement received within a calendar year that is in excess of \$5,250 must be taxed. Tuition Reimbursement payments are attributed to the benefit maximum and tax year during the year in which they are received (not the year you completed the coursework).

#### Q12. Do I need to stay with CommonSpirit Health for a period of time after receiving Tuition Reimbursement benefits?

A12. Yes, we do require that you commit to continue working for CommonSpirit for at least 12 months after you receive Tuition Reimbursement funds. If you voluntarily leave within that 12-month period, you must repay your tuition reimbursement amount.

#### Q13. What happens when I reach my tuition reimbursement maximum for the year?

A13. Once you have received the annual maximum, you will not receive any additional tuition reimbursement benefits for the calendar year. You can continue to take courses, but you won't be reimbursed for them.

#### Q14. How long do I have to claim my Tuition Reimbursement benefits after I complete a course?

A14. We encourage you to submit your documentation as soon as possible after you complete your coursework. By policy, you have 60 days to submit it. After that, the request may be denied.

Q15. I'm a manager. What is my role in the tuition reimbursement process?

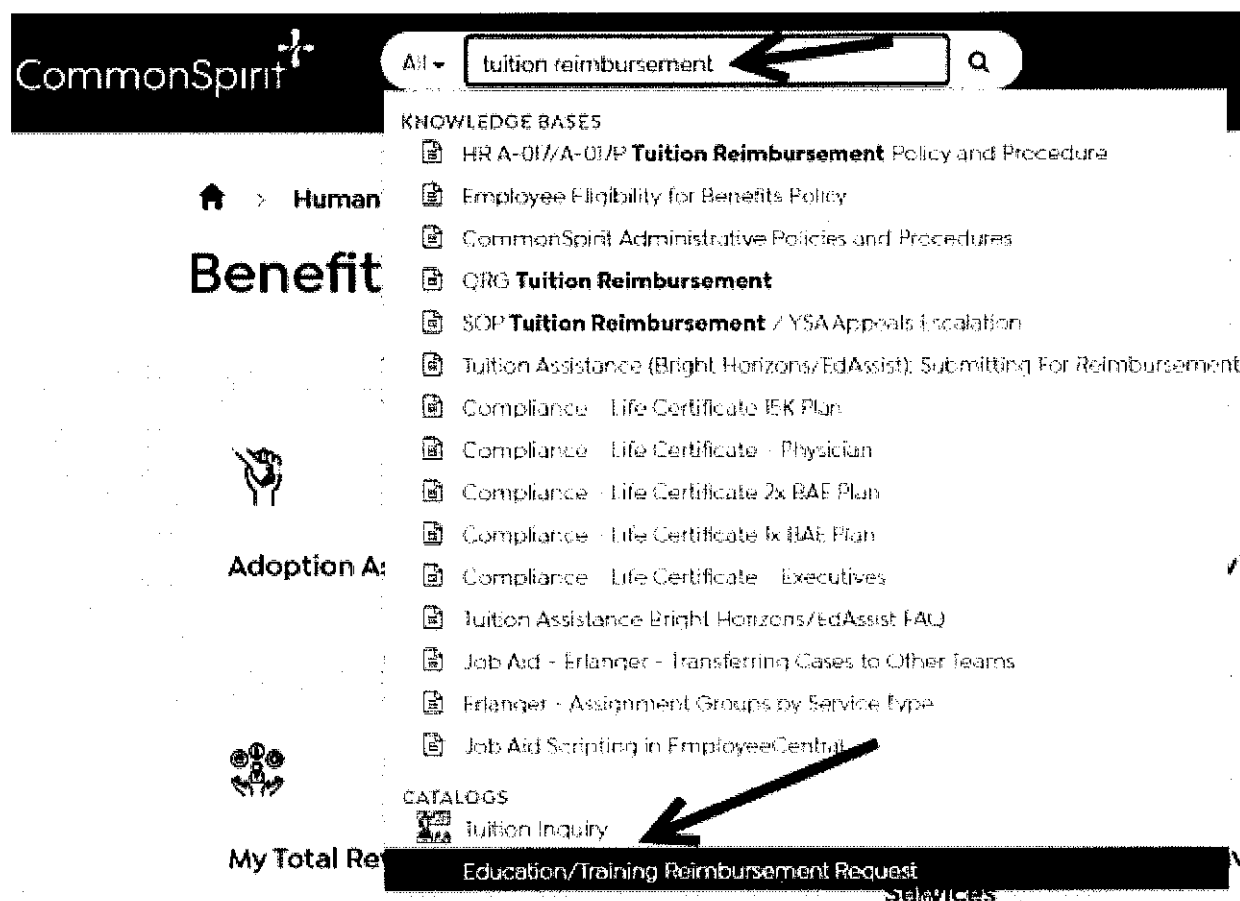
A15. Your approval is a required step in the application process. By approving the request, you are signaling that there are funds available to cover this expense.

Q16. I'm a manager. Where do I go for more information about the budget?

A16. Your supervisor or finance department should be able to provide you with more information.

Q17. Where do I go for more information or to talk to someone?

A17. Visit EmployeeCentral, and search for 'Tuition Reimbursement' to open a catalog request for **Education/Training Reimbursement Request** (see picture below), or call the EmployeeCentral Contact Center.



April 7, 2023

# Shop the CHI St. Vincent Store!



## Employee Scholarship Deadline is Approaching! Apply by April 30

Posted on April 7, 2023 / News & Notes

Employee scholarships are now available. The deadline to apply is April 30, 2023 for CHI St. Vincent coworkers, including employees who are team members of our vendor partners, to submit their application.

Employees who have previously received a scholarship are eligible to apply again!

Please see the application for details of eligibility, including length of service requirements.

The scholarship application is online. The entire application must be submitted at one time; you will NOT be able to save it and come back. It is recommended to gather all the materials needed for the application before sitting down to complete the form.



[To apply for a scholarship, click here.](#)

[To apply for a Radiology scholarship, click here.](#)

Scholarship amounts available are:

- \$1,000
- \$2,500
- \$5,000
- \$10,000 (for nursing only)

[OneSpirit Magazine](#)

[Read Weekly Newsletter](#)

[Share Ideas and Photos](#)

## Top Posts



[Employee Scholarship Deadline is Approaching! Apply by April 30](#)



[Hustle on Down & Take the MyVoice Survey!](#)



[Alyssa Ruff Named Infirmity Honey Bee Winner](#)



["The Future is Lab" | Celebrating Lab Week 2023](#)



[Congrats Jessie Burns, Hot Springs Service Hero!](#)



[Hot Springs Employees, Mark Your Calendars for Upcoming Town Halls](#)



[Ann Bingenheimer Celebrated as Hot Springs Service Hero](#)



[You're Invited to Attend an Infirmity Medicine Residency](#)