

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)

ADMINISTRATIVE MANUAL

SUBJECT: Education Tuition Assistance

NO: AM 8.24

EFFECTIVE DATE: 1/01

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PURPOSE:

To determine eligibility requirements for educational tuition assistance.

POLICY:

WCRH may provide reimbursement for tuition assistance to approved courses under the Health Sciences Division at Rowan College at Burlington County (RCBC) specific to a degree in Nursing to eligible employees for their professional growth and development that aligns with organizational needs.

PROCEDURE:

1. Employee Eligibility:
 - a. Regular full-time employees who have completed one (1) year of continuous service prior to the commencement of the course.
 - b. Employees who are on the active payroll for the duration of the approved education including completion of the course.
 - c. Employees who have terminated or reduced hours of work resulting in a status change prior to completing the course will not be eligible for reimbursement.
2. Course Eligibility:
 - a. Courses must be two of the following:
 - i. Related to the employee's present work assignment or current career path.
 - ii. An approved course in a degree program of benefit to WCRH.
 - iii. A required or elective course leading to an advanced degree that is consistent with the approved career plan.
3. Reimbursement Eligibility:
 - a. The amount of reimbursement will be a maximum of \$1,500.00 annually (12 months cycle). In order to be eligible for reimbursement the class must be completed with a grade of C or above.
 - b. Applicable covered fees include general fee, lab fee, facilities fee, technology fee, student activity fee, and supplemental fee.
 - c. Employees must remain employed with WCRH for one year past receiving educational tuition assistance or will be required to reimburse WCRH for the education tuition assistance.

- d. Employee will be responsible for obtaining the appropriate course syllabus/description for placement in employee personnel file in addition to proof of satisfactory completion. Employees may, at the discretion of the Administrator, be called upon following successful completion of the course, to provide informal in-service or course content sharing session.
- e. Will be limited to courses which have been approved through the following process:

Application / Approval Process:

- i. Prior to enrolling in any course, employees should consult with their respective Department Director to determine eligibility and whether the course selected will qualify for education tuition reimbursement.
- ii. In turn, the Department Director should consult their respective Administrator to determine if the course qualifies.
- iii. The Educational Tuition Assistance application must be completed by the employee and recommended by their respective Department Director and Administrator no later than four (4) weeks prior to the start of the classes. Final approval will be determined by the Hospital's Leadership no later than two (2) weeks prior to the start of classes. The employee's Department Director will notify the employee once the course has been approved and a copy of the approved form will be maintained in the personnel file.
- iv. Upon satisfactory completion of the course, the participating employee must provide the Department Director with an expense report form and a copy of the final grade card and paid receipts for any reimbursable expenses. The Department Director will forward this to the Administrator for sign off on the expense report. The Administrator will forward to the Business Office for processing.

- 4. WCRH reserves the right to modify this policy at any time.

Administrator