

The University Hospitals and Health System The University of Mississippi Medical Center Jackson, Mississippi	NURSING ADMINISTRATIVE POLICY AND PROCEDURE MANUAL	MANUAL CODE: NADM/T-3
SUBJECT: TUITION REIMBURSEMENT POLICY		
Effective Date: 8/86	Review/Revision Date: 8/90, 2/94, 5/96, 3/99, 1/02, 1/05, 9/07, 3/10	PAGE 1 OF 3
PREPARED BY: Nursing Administrative Practice and Standards Sub- council	APPROVED BY: Janet Harris, RN, MSN Chief Nursing Executive Officer  <hr style="width: 60%; margin-left: 0;"/> Cathy Smith Chief Human Resources Officer  <hr style="width: 60%; margin-left: 0;"/>	

I. Purpose:

Defines availability of funds for educational assistance, criteria for eligibility, and procedures for application.

II. Scope:

RNs and LPNs working within the Department of Nursing Service who meets eligibility requirements.

III. Policy:

A. Eligibility

1. Applicant must attend an accredited educational institution. Applicants enrolled in on-line programs will be evaluated on a case by case basis for eligibility for reimbursement.
 - a. All full time RNs (Diploma, Associate, and Bachelor degrees) and LPNs after completion of six (6) months on the job.
 - b. Employees must fulfill a work commitment period after course completion.
 - c. All part time RNs (Diploma, Associate, and Bachelor degrees) and LPNs after completion of one year on the job. Part time is defined as 20 hours or greater up to 40 hours a week.
2. Applicants must not be in the disciplinary process at the time of application or while attending courses to receive reimbursement.

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III. Policy: (cont'd)

B. Reimbursement

1. Reimbursement will be at the rate of tuition (or challenge exam) costs of the involved institution.
2. Only direct tuition costs and lab fees are allowed (activity fees, books, etc. will not be included).
3. Full time employees (as above) may receive 100% of direct tuition costs and lab fees per fiscal year (July 1 – June 30) depending upon the availability of funds. Limits are up to \$1000 per fiscal year with a maximum of up to \$3000 total.
4. Part time employees (20 hours or more up to 40 per week) may receive 50% of direct tuition cost and lab fees up to \$500 per fiscal year (July 1 – June 30) depending upon the availability of funds. Limits are up to \$500 per fiscal year with a maximum of up to \$1500 total.
5. Reimbursement of tuition will require the employee to work for the University Hospitals and Health System for a period of time after successful completion of course work.
 - a. The employee must work a period of one month for each semester hour for which he/she will be reimbursed (i.e., one 3-hour course requires 3 months of work subsequent to the completion of the course).
 - b. Reimbursement is made after submission of proof of successful completion and proof of full payment to the school.
 - c. If the employee terminates employment before fulfillment of this obligation, he/she will forfeit or repay the entire amount of tuition for that course work, or challenge exam.
 - d. The employee will sign a certificate of understanding regarding the policy.

C. Courses Eligible for Reimbursement:

1. Courses required to obtain an associate or baccalaureate degree in nursing, or a master's degree in nursing or other health related program, taken through an accredited educational institution.
2. Challenge exams for (clinical) subjects required to obtain an AD or BSN nursing degree.

D. Grade Requirements:

1. Any approved undergraduate course will be reimbursed upon completion of the course with a grade of "C" or above.

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III. Policy: (cont'd)

2. Any fee for an approved challenge examination will be reimbursed upon evidence of successful challenge.

IV. Procedure:

A. Application for Reimbursement:

1. Applications are available from the Office of Nurse Recruitment upon request or online at <http://nurses.umc.edu/umhcnurses/umhcnurses-educational-financial.shtml>
 *Note: Applications are within the Tuition Reimbursement Policy
2. Applications must be completed and returned to the Nursing Recruitment Office for approval by the appropriate administrator after successful completion of the appropriate course.
3. Employees will be notified as to status of the request and, if approved, the dollar amount they may anticipate receiving providing grade requirements are met. Completing an application for reimbursement does not guarantee reimbursement. Funds must be available and availability may change each semester.

B. Obtaining Reimbursement:

1. Upon completion of course(s), an official transcript and receipts for tuition and lab fees must be submitted to the Office of Nurse Recruitment.
2. Upon successful challenge of a course, evidence of academic credit and fee receipt must be submitted to the Office of Nurse Recruitment.
3. All documentation must be submitted by hand delivery. Transcripts will not be accepted by mail.

Note: Financial aid from any other sources, such as GI Bill, HCPSL, or scholarship funds will be deducted from allowable tuition assistance and the student will receive only the difference.

Deadlines for application:

Enrollment Period:	Application Deadline:
Fall	January 31 st of the following year Example: Fall 09 enrollment must be submitted by January 31, 2010
Spring	June 30 th
Summer	September 15th