

APPLICATION FOR TUITION REIMBURSEMENT

Name: _____ Date: _____

Position: _____ Dept: _____

Name of College or University: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

| Course Title & Number | Credit Hours | Start Date | End Date | Tuition |
|-----------------------|--------------|------------|----------|---------|
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[Attach copies of documents verifying information.]

- Are the courses part of a degree or certificate program to which you have been accepted? Yes No
If so, please identify the program and your current status with that program.

- Please identify the educational level of the course[s] identified above.
 Non-Degree Associates Bachelors Post Graduate Masters

- Are you receiving financial assistance, from any other sources for the courses or program identified above?
If so, please describe the source, amount, and uncovered balance of tuition costs.

- Have you received tuition reimbursement for any other class[es] this calendar year Yes No
[calendar year is January 1 - December 31]?

I hereby request tuition reimbursement from McLaren Flint under its Tuition Reimbursement Policy for the course[s] identified above. I understand that to be eligible for reimbursement, I must receive approval in advance, I must successfully complete the class, and that I must submit my final grade and tuition receipt within 60 days of the completion of the class. I certify that, to the best of my knowledge, the information provided above is true and correct. I understand and agree that if I voluntarily leave McLaren Flint within 6 months of receiving reimbursement, I must repay the tuition reimbursement to McLaren Flint and that the reimbursement will be deducted from my last paycheck.

Applicant Signature: _____ Date: _____ Approved

Manager Signature: _____ Date: _____ Disapproved
(attach explanation)

Human Resources Dept.: _____ Date: _____



TUITION REIMBURSEMENT POLICY GUIDELINES

I. ELIGIBILITY

- A. All full and part-time employees who have completed 1040 hours on the date the course is scheduled to begin are eligible to apply. Part-time employees must be scheduled to work an average of 32 hours/pay period or more in order to be eligible.
- B. Employees must be 1) pursuing a high school diploma or GED certificate or, 2) pursuing an undergraduate or graduate degree for credit at an approved college or university. Other courses will be considered on an individual basis.

II. PROCESSING OF APPLICATIONS

- A. **Basis for Approval**
 1. McLaren Flint will not reimburse an employee to train for a job in a field outside of the Medical Center.
 2. It must be clear that the course will benefit both McLaren Flint and the employee by increasing skills and knowledge used in McLaren Flint.
 3. Employees must receive a grade of "C" or better to be eligible for reimbursement in a graduate
- B. **Procedure for Processing Applications**
 1. Complete an application for tuition reimbursement and submit it to their department manager. The completed application should be submitted to the department manager, if possible, at least seven (7) calendar days prior to the beginning date of the class to allow for necessary processing time and approval/disapproval determination. A completed application must be submitted to Human Resources no later than 7 Calendar Days after the beginning of the class [es].
 2. Attached to the application should be: legible copies of an official course description, a fee schedule listing the course[s] and cost per credit hour, and a class schedule listing the starting and ending dates and times for the class [es], identify any other tuition assistance being applied such as grants or scholarships and the balance not covered by other forms of assistance.
 3. Notification of approval or disapproved will be returned to the employee.
 4. When the employee has completed the course [s] he/she must send to Human Resources a copy of their grade transcripts and the original paid receipt for tuition within 60 days of the class [es] ending.
 5. If all requirements are met, reimbursement will be approved and issued to the employee.

III. FINANCIAL ASSISTANCE

- A. McLaren Flint will reimburse 100% of tuition fees for full time employees up to a maximum of \$1,000.00 per calendar year [January 1, through December 31]. McLaren Flint will reimburse 50% of tuition fees for part time employees who are scheduled to work a minimum of 32 hours/pay period up to a maximum of \$500.00 for the calendar year.
- B. Textbooks, registration fees, parking, malpractice insurance, travel, expenses, and other fees are not eligible for reimbursement.
- C. The plan will not provide duplicate aid. If any employee is eligible for benefits under the GI Bill, scholarships, etc. such as benefits will be deducted from the amount the employee would be eligible for under this plan.

IV. LIMITATIONS

- A. Attendance at classes must not conflict with the employee's work. Employees are not to study during work hours.
- B. Reimbursement is paid in the calendar year of which the class ends. An employee may not apply for reimbursement in the following calendar year for the course completed in the prior fiscal year. [If they had maximized their reimbursement for the prior year].
- C. No Reimbursements will be made if an employee drops or fails to satisfactorily complete a course, or terminate their employment.
- D. Employees on an educational leave of absences are not eligible.

V. GENERAL

- A. The plan is intended to assist employees in learning skills and improve their qualifications for current or future positions at McLaren Flint. This is not only to benefit you as an employee, but also your employer. However, participation in the plan does not obligate McLaren Flint to change the work assignment of an employee or to transfer or promote an employee to a related job.
- B. McLaren Flint reserves the right to amend, modify or terminate this plan at any time in case of termination of employment.
- C. An employee who accepts tuition reimbursement is expected to commit to part or full time employment for six months beyond the completion of the class for which reimbursement is made. If an employee leaves McLaren-Flint voluntarily before six months period, the tuition reimbursement becomes a loan and will be deducted from the employee's final check.
- D. Any questions relating to the plan should be directed to the attention of the Human Resources Department, ext. 22333.