

How To Properly Submit Reimbursement Paperwork



Tuition Reimbursement Paperwork

Read the “Tuition Reimbursement Application” carefully. All sections must be completed before the application will be processed. ***Applications not completed properly will be returned to the applicant.***

- Tuition Reimbursement Applications are to be submitted to Benefits within 2 weeks of beginning the semester, term, or session.
- Applications should be delivered to Benefits in person, first floor of the Human Resources Building, or e-mailed to benefits@erlanger.org.

Section I:

- Complete all items in this section. If an item is “not applicable”, place an “N/A” next to the item.
- Make certain that all information in this section is correct.

Section II:

- Complete all items in this section.
- Provide the official name of the institution you are attending; degree (associate, undergraduate, graduate, etc.) you are pursuing; major you are seeking; semester/ term/ session you are attending including the year, start date, and end date.
- In the table provided, include all course(s) in which you are enrolled...course name and #, start and end date, credit hours, and cost.

Section III:

- Carefully read this section pertaining to the work service agreement.
- Final grade(s) of “C” or semester GPA of 1.5 or better and receipt of tuition paid with a zero balance are to be submitted to Benefits within 30 days of completing the semester, term, or session.
- Final grades and receipt of tuition paid are to be delivered to Benefits in person, first floor of the Human Resources Building, or e-mailed to benefits@erlanger.org.
- Benefits has 30 days after receipt of required paperwork to approve and process the application.
- All required documentation must include your printed name as a part of the official document.
- You must obtain the signature of your manager, department head, or vice president in order for your application to be processed.
- Once you have read this section, sign and date where indicated.

Certification Reimbursement Paperwork

Read the “Certification Reimbursement Application” carefully. All sections must be completed before the application will be processed. ***Applications not completed properly will be returned to the applicant.***

- Certification Reimbursement Applications are to be submitted to Benefits within 30 days of passing the initial certification exam along with proof of certification and receipt of exam cost.
- Application, proof of certification and receipt of exam cost should be delivered to Benefits in person, first floor of the Human Resources Building, or e-mailed to benefits@erlanger.org.

Section I:

- Complete all items in this section. If an item is “not applicable”, place an “N/A” next to the item.
- Make certain that all information in this section is correct.

Section II:

- Complete all items in this section.
- Provide the official name of the certification board/agency and year for which you received the certification.
- In the table provided, include the certification you completed, date completed and the cost of the initial certification exam.

Section III:

- Carefully read this section pertaining to the work service agreement.
- Certification Reimbursement Application, proof of certification and receipt of initial certification exam cost are to be submitted to Benefits within 30 days after passing the initial certification exam.
- Certification Reimbursement Application, proof of certification and receipt of initial exam cost are to be delivered to Benefits in person, first floor of the Human Resources Building, or e-mailed to benefits@erlanger.org.
- Benefits has 30 days after receipt of required paperwork to approve and process the application.
- All required documentation must include your printed name as a part of the official document.
- You must obtain the signature of your manager, department head, or vice president in order for your application to be processed.
- Once you have read this section, sign and date where indicated.

Frequently Asked Questions



What is the process for Tuition Reimbursement?

Within 2 weeks of beginning the semester, term, or session associates must provide a completed Tuition Reimbursement Application to Benefits. Grades of a “C” or semester GPA of 1.5 or better and receipt of tuition paid are due within 30 days of the completion of the semester, term, or session. Once the required documentation is received and approved the associate will be reimbursed via payroll direct deposit.

Who is eligible for Tuition Reimbursement?

Associates who are regular full-time (.85 FTE or above) and regular part-time (.52-.84 FTE) and have completed a 6 month probationary period of employment with Erlanger.

How much money is available for Tuition Reimbursement?

Full-time regular associates (.85 FTE or above) can receive up to a maximum of \$2500 per fiscal year (July 1 - June 30). Part-time regular associates (.52-.84 FTE) can receive up to a maximum of \$1500 per fiscal year (July 1 - June 30). Reimbursement will be rendered to the maximum based on the GPA achieved for the semester, term, or session in which courses are taken (GPA of 3.5 or greater - 100%, GPA of 2.5 to 3.4 - 85%, GPA of 1.5 to 2.4 - 70%, Pass in a pass/fail model - 100%). Maximum reimbursement allowable will be based on associate’s FTE status at the time of payment.

What is included in the Tuition Reimbursement fee?

Erlanger reimburses for tuition/maintenance fees only. Tuition/maintenance fees do not include books, registration, activity/lab fees, etc.

Can I take classes anywhere?

To qualify for Tuition Reimbursement, institutions in which associates are enrolled must have accreditation by a regional accrediting association.

Does the course of study have to pertain to my work?

Yes, the course must be part of a degree program that is job related or is related to a position within the health system.

How is tuition reimbursed?

After the required documentation (application, receipt of tuition paid with zero balance, and official grades) is submitted and approved, the reimbursed amount is sent to the Payroll Department for payment via payroll direct deposit. Benefits has 30 days to process the application once all required documentation has been received.

What about certification costs?

Up to \$400 per fiscal year (July 1 - June 30) is available to associates for the purpose of covering the initial certification exam cost for certifications related to an associate's job. Certification required for the associate's job will be the associate's responsibility.

What are the obligations for my receiving reimbursement?

Tuition

Regular full-time associates (.85 FTE or above) are required to complete one month of service for each \$208.33 or fraction thereof reimbursed. Regular part-time associates (.52 - .84 FTE) are required to complete one month of service for each \$125.00 or fraction thereof reimbursed. If an associate terminates before fulfilling their service obligation, they will be billed for the remaining balance of reimbursement owed.

Certification

Regular full-time and/or regular part-time associates are required to complete one month of service for each \$33.33 or fraction thereof reimbursed. If an associate terminates before fulfilling their service obligation, they will be billed for the remaining balance of reimbursement owed.

Where is the official Tuition/Certification Reimbursement Policy located?

Erlanger's Tuition/Certification Reimbursement Policy (EHS Policy 8327.0703) can be found on Erlanger's intranet. Please call 423-778-5776 or email benefits@erlangers.org for any questions regarding Tuition or Certification Reimbursement.