



TUITION REIMBURSEMENT POLICY

Henry Ford Health System is committed to providing tuition assistance to employees desiring to pursue additional education or certification opportunities to broaden job related academic knowledge, keep current with business and technology changes and to foster personal growth of employee in order to enhance their ability to compete for reasonably attainable jobs with HFHS.

This policy applies to all non-union employees at all business units and corporate offices of Henry Ford Health System. Unionized employees are governed by the provisions in their contract.

Eligibility

- Full time benefit eligible non-union employees regularly scheduled to work at least 72 hours or more per pay period and part time benefit eligible non-union employees regularly scheduled to work 40 hours per pay period are eligible to participate.
- Eligible full time and part time employees can participate in the plan on the first day of the month following One (1) year of employment at HFHS. Classes do not qualify if they begin before the 1st day of the month following eligibility period
- Eligible employees must be actively working at the time of application and reimbursement. Employees who are on Family/Medical Leave of Absence, personal or military leaves of absence are not eligible for the tuition assistance plan.
- Eligible employees must complete the tuition reimbursement form and receive approval from their manager prior to the beginning of each academic term.
- Reimbursement is based upon when the classes start within a calendar year and put towards that year's HFHS Tuition Reimbursement. (i.e.: class starts 2011, ends 2012; reimbursed for calendar year 2011)

Benefit

Full time employees may be reimbursed up to \$3,000 per calendar year and part time employees may be reimbursed up to \$1,500 per calendar year for tuition, books, lab fees and registration fees. Approval may be granted for accredited courses of study leading to a degree in a field related to the employee's current position or possible future position that may realistically be utilized at Henry Ford Health System.

Financial assistance received from outside sources such as Veteran's allowance, scholarships, grants, etc. must be used prior to receiving reimbursement under this plan.

Acceptable Courses of Study

- Courses that is required as part of a degree program offered by an accredited institution will be acceptable for reimbursement. The course must begin after the employee is eligible for the plan.
- Accredited institutions include Community Colleges and Universities, Vocational or Technical Schools accredited by the National Association of Trade and Technical Schools.
- College Level Examination Programs (CLEP) which are administered for students to earn credit for a course by examination are reimbursable.

- Online courses provided through an accredited institution and are part of a degree program are reimbursable.
- Approved Non-Degree Certifications: Coders and Physical Therapy Assistant are reimbursable. Approved Certifications may change at any time. Refer to Policy Guide and Manuals, Tuition Reimbursement Policy 6.22 for current Certifications.
- Home Study courses will be approved if the program is accredited by the National Home Study Council and the course has been recommended by your manager and the course is not provided by an accredited institution in Southeastern Michigan.
- Audited courses are not eligible for reimbursement. An audited course is one in which no college credit is granted and no grade is received.
- Workshops, courses awarding continuing education units (CEU's), conferences or certifications are not eligible for reimbursement through the tuition assistance plan. Contact your manager to verify if funds are allocated in the department budget to cover a portion of these expenses.

Procedures

Employee must complete the Tuition Reimbursement Form and receive approval prior to the beginning of each academic term.

Manager approves employee's request prior to the beginning of each academic term and returns the paperwork to the employee.

Within 45 days after the completion of the course, the employee must submit the Tuition Reimbursement Form along with the official proof of passing grade(s) and an itemized paid receipt for the tuition, books, lab fees and registration fees to Employee Services, OFP-4E. Lateness in submitting the request will be grounds for disapproval.

A grade of "C" or better is required for undergraduate studies and a grade of "B" or better is required for graduate studies in order to receive reimbursement. A "Pass" grade is required when a Pass/Fail system is utilized.

- For compliance/Audit requirements, additional information may be requested by Employee Services to substantiate and clarify the course work.
- Reimbursements will be processed within two pay periods and will appear on the employee's paycheck. Tuition reimbursement is not taxable. Special checks will not be processed for tuition reimbursement.
- If an employee's request has been denied, the employee has the right to appeal. The employee may send a letter of appeal to the Director of HFHS Benefits, OFP-4E. If the request is approved, reimbursement will be processed within two pay periods.
- If the request is denied by the Director of HFHS Benefits, the employee has the right to appeal to the Retirement/Welfare Plans Appeals Subcommittee. Information on this process is provided with the denial letter from the Director of HFHS Benefits. The decision of the subcommittee is final.

EMPLOYEES SHOULD KEEP COPIES OF ALL TUITION REIMBURSEMENT DOCUMENTATION SUBMITTED TO EMPLOYEE SERVICES FOR PROCESSING.



TUITION REIMBURSEMENT FORM

PLEASE RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS

FOR INFORMATION, QUESTIONS, AND INQUIRIES: Please visit www.henryfordconnect.com click on HR Connect/Learning & Development/Tuition Reimbursement. You must review the tuition reimbursement policy on page 1 & 2 for full details before submission of form.

AM I READY TO SUBMIT MY TUITION REIMBURSEMENT FORM?

Complete this checklist to determine if your form is ready for submission to Employee Services

- | | | |
|--|------------------------------|-----------------------------|
| 1) I filled out the sections of the form completely and accurately | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) My manager signed my Tuition Reimbursement Form | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) My courses are part of a degree program from an accredited college/University
(<i>Certificates are not eligible. See policy for approved certificate programs</i>) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4) I have an itemized bill from my college/University detailing tuition expenses and eligible fees | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5) I have an itemized PAID receipt(s) as proof of payment(s) made
(<i>Tuition paid by Pell Grants or scholarships are not reimbursable</i>) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6) I have my official grade(s) for courses taken showing "C" or better for Undergraduate, "B" or better for graduate. Pass system is acceptable | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered NO to any of the six (6) statements above, STOP – You are not ready to send the form for reimbursement

You must obtain all the required information before submission to Employee Services. See pages 1 & 2 of Tuition Reimbursement policy for further details. Incomplete form or Unacceptable proof(s) will be returned to employee for follow-up and correction.

WHERE DO I SEND MY TUITION REIMBURSEMENT FORM AND REQUIRED PROOF?

Interoffice Mail

Employee Services
OFP, 4E

Scan & e-mail

employeeservices@hfhs.org

U.S. Mail

Employee Services
One Ford Place, Suite 4E
Detroit, MI 48202



TUITION REIMBURSEMENT FORM

PLEASE READ THE ATTACHED TUITION REIMBURSEMENT POLICY

PERSONAL DATA:

Last Name

First Name

MI

Employee ID (REQUIRED)

Department

Contact Phone Number

Course Data:

Enter the name of the Institution you are planning to attend and your Field of Study:

Name of Institution: _____

Field of Study: _____

Please check one:

Certificate (Billing/Coding or Physical Therapy only) ☐

Undergraduate ☐

Graduate ☐

EXPENSES SUBMITTED FOR REIMBURSEMENT:

Itemized Paid Receipt

Receipt must show tuition costs and fees

Tuition Expenses \$ _____

Eligible Fees \$ _____

Cash, Check, or Credit Card

Receipt must reflect form of payment or cancelled check must be provided

Books {Itemized Receipt Required} \$ _____

Sub Total \$ _____

Student Loans

Receipt must reflect the amount of student loan that was applied toward the classes.

Less Grants/Scholarships \$ _____

TOTAL EXPENSES \$ =====

Federal or State Grants/Scholarships

Do not qualify for tuition reimbursement

COURSE INFORMATION (Must match your itemized receipt)

Course Name	Course Number	Elective (E) or Required ®	Date Course Begins	Date Course Ends	Credit Hours
1.					
2.					
3.					
4.					
5.					

APPROVAL/SIGNATURES

Employee Signature:

Date:

Manager Signature:

Date:

Submit this form to Employee Services within **45 days** of completion of classes, along with grades and necessary proof of payment (ITEMIZED) documentation via fax @ (313) 874-6380 or interoffice @: Employee Services, OFP 4E or via U.S mail @ 1 Ford Place, 4E, Detroit, MI 48202