

# Androscoggin Home Care & Hospice

## TUITION REIMBURSEMENT POLICY

1. All regular part-time and full-time employees are eligible to apply for tuition assistance after satisfactorily completing their six-month probationary period. Tuition assistance may be approved for per-diem employees on a case-by-case basis.
2. Courses must be relevant to the employee's current job and/or must aid the employee's progress within the agency (for example an RN pursuing a BSN to become eligible for a supervisory role). All decisions rest with Executive Leadership and may require the President's approval. Courses that are not directly relevant to the employee's current job may be considered for partial reimbursement. Courses must be taken from an accredited institution of higher education (accredited distance learning courses will be considered also).
3. The agency will consider applications for one or more courses per semester. Employees must submit an application each semester (at least one month in advance of registration).
4. The application must be completed by the employee and submitted to their immediate supervisor with an attached course description(s) for approval. If the individual is enrolled in a degree program, they must include an approved program of study from their advisor. After the supervisor has approved the application, it will be forwarded to the Program Director, then the Director of Human Resources for review and final approval.
5. Reimbursement includes tuition, a book stipend and course related fees. **IT WILL NOT INCLUDE FEES UNRELATED TO COURSES OR TRAVEL EXPENSES.** The book stipend is \$ 100.00 per course, upon successful completion of the course and presentation of a receipt for paid book expenses. The maximum amount of tuition assistance allowed is based on the current rates within the University of Maine system. Fees for distance learning courses or private colleges that exceed the University of Maine costs may be approved on a case-by-case basis.
6. Reimbursement for a course is contingent upon successful completion of the course with a minimum grade of "C" as verified through submission of an official transcript or grade report.
7. Each employee is limited to a maximum of \$2,800.00 tuition assistance in a calendar year for undergraduate courses and \$4,200.00 for graduate courses.
8. Each individual attending classes will plan any special scheduling needs with his/her supervisor. It is expected that employees will attend classes outside their normal working hours and will not receive payment for class time. Any request for an adjustment to the work schedule or the use of EBT to attend classes must have the approval of the Program Director
9. **PAYMENT WILL NOT BE REIMBURSED UNLESS WE RECEIVE** an itemized bill from the College and a paid receipt of the course to the Human Resources Department along with the original grade report upon completion of the course.
10. Staff wishing to request up front payment for a course will be considered on a case-by-case basis and will be asked to sign an agreement for repayment through payroll deduction if the course is dropped or a grade lower than a "C" is earned.

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## TUITION REIMBURSEMENT APPLICATION

**Directions: Please submit thirty (30) days prior to registration date to immediate supervisor. Use a separate application each semester. \* READ THE BACK OF THIS FORM FOR DETAILS.**

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Position: \_\_\_\_\_ Date of Hire: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Dept./Office: \_\_\_\_\_ Have you applied for tuition assistance previously? \_\_\_\_\_

Applying for semester beginning: \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_ Estimated Cost (tuition only, not fees): \$\_\_\_\_\_

Course Title (s) will attend \_\_\_\_\_

Please briefly describe how this course (s) relates to your current position and/or will aid your progress within the agency:

# of Credits\* will receive for course (s): \_\_\_\_\_ Are you enrolled in a degree program? \_\_\_\_\_

\*(Only course for college credits will be considered for tuition reimbursement, if not for college credits fill out an External Workshop Request.)

If yes:

(Check One) Associates Degree \_\_\_\_\_ Bachelor Degree \_\_\_\_\_ Masters Degree \_\_\_\_\_

Title of program: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Name and Location of Institution: \_\_\_\_\_

On Campus Program? Yes\_\_\_ No\_\_\_ Distance Learning Program?: Yes\_\_\_ No\_\_\_

Is an adjustment to your schedule or time off being requested? Yes\_\_\_ No\_\_\_

If yes, please give specific details: \_\_\_\_\_

(Any request for time off or schedule adjustment must have Supervisory and Director approval.)

I hereby request tuition assistance for the above mentioned course(s) and have attached a description of each course. (If enrolled in degree program, please attach an advisor approved program of study).

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Director: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Human Resources: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_