

Frequently Asked Questions

1. What is the Tuition Assistance Waiver Program?

The program allows Bon Secours Health System, Inc. (BSHSI) employees, who are Bon Secours Memorial College of Nursing (BSMCON) students, to receive a waiver for tuition assistance. This waiver allows payment to be sent directly to the College from Human Resources, eliminating the need for a student to first make a tuition payment and then wait for reimbursement.

2. Are there any forms I need to complete in order to receive this waiver?

Yes. If you are a BSHSI employee and a student at the College of Nursing, the only form that needs to be completed is the Employee Payment Form, which is available on the College website www.bsmcon.edu, Students tab, under Quick Links.

3. If I take General Education Courses (included in your plan of study) at other institutions how will I be reimbursed?

General Education Courses taken at Reynolds Community College will be included in the College waiver process. Other institutions (John Tyler Community College, Greenville Technical College, etc.) will require an itemized invoice and proof of payment to be sent electronically to the Business Office. Official transcripts with final grades need to be sent to the College of Nursing.

4. What happens if my employment status (full-time/part-time/PRN) changes?

Consistent with the policy, the payment amount will not exceed the Tuition Assistance calendar year limits and will be based on the employee's status two weeks prior to the start of the semester.

5. What if I become employed at BSHSI after I begin enrollment?

Complete the Employee Payment Form available on the College website, and submit the form two weeks prior to the start of the next academic semester.

6. I will be ending employment with BSHSI. Do I have to repay BSMCON?

Yes, repayment is required based on the BSHSI Tuition Assistance Policy guidelines. If you terminate employment, either voluntary or involuntary for cause, you will be required to pay back any tuition assistance money received during the previous 12 months.

7. If I must repay tuition assistance money, how will this reimbursement occur?

The repayment will occur as outlined in the BSHSI Tuition Assistance Policy. This could include deduction from your final paycheck. If a payroll deduction is not permitted, you must arrange for repayment with Human Resources.

8. Is tuition assistance money taxable?

The benefits provided under the Tuition Assistance Waiver Program are intended to be tax exempt. However, BSHSI is unable to guarantee that result or to provide tax advice with respect to your specific situation.



9. What about books? Can they be included?

Yes, however you will need to keep itemized receipts and send them electronically to the Business Office.

10. Are there minimum grade requirements to receive tuition assistance?

Yes, see the BSHSI Tuition Assistance Policy for academic grade requirements.

11. Are there payment options?

Yes, you can sign up to pay any balance you may incur. There are 3 payment options:

- Payroll deduction
- Credit card
- Financial aid (if eligible)

12. Is there a tuition discount for BSHSI employees?

Yes, BSHSI employees receive a 20 percent discount on the cost of BSMCON nursing tuition.

13. Where can I find out my college tuition balance?

Students can log into our student information system, SONISWeb for balance information or call the College Business Office.

14. Who do I contact for additional questions?

Please contact the College Business Office by calling (804) 627-5385 or (804) 627-5362, or send an email to bsr-bursar@bsmcon.edu.

Program effective January 1, 2016.

The information above is compliant with BSHSI Tuition Assistance Policy SYS.HR.BEN.013.

