



COLLEGE TUITION **AND** ASSISTANCE/DISCOUNT

What is the difference in tuition assistance and tuition discount? Can I use both?

The Bon Secours Tuition Assistance is administered through the Human Resources department and is a reimbursement for your tuition for courses you have paid for, completed, and received grades for. These reimbursement funds will be paid directly to you through your direct deposit.

Tuition discount is through the Bon Secours Memorial College of Nursing. It is 20% off of your tuition and is applied at the time your tuition is charged, if you have met the deadline to submit the form.

You can utilize both benefits within a semester; however, the two programs are facilitated through different departments: Human Resources for Tuition Assistance and the Bursar of the Bon Secours Memorial College of Nursing for the tuition discount. Please note that they have separate forms and deadlines. Questions regarding the tuition discount should be directed to the Bursar, at (804) 627-5362 or by email at bsr-bursar@bshsi.org.

Who do I contact regarding completing paperwork for tuition assistance?

You can contact the Human Resources Operation Center by submitting a case online on AskHR, by phone at 1 (855) 336-7600 (Toll Free) or (804) 887-7600 (Richmond) or by email at AskHR@bshsi.org. The Tuition Assistance Policy, Tuition Assistance Application, and Tuition Assistance Reimbursement Request Form can be found on AskHR.

Who is the contact for applying for Bon Secours Memorial College of Nursing Tuition Discount?

Please return the completed Tuition Discount Form to the Bursar:

Email: bsr-bursar@bshsi.org
Fax: (804) 627-5441
Phone: (804) 627-5362

How do I turn in the form to the Bursar for tuition discount?

You can scan the completed discount form and email to Bursar at bsr-bursar@bshsi.org, fax it to (804) 627-5441, or bring it by the office located at 8550 Magellan Parkway Richmond, VA 23227. Tuition Discount Forms must be received by the Bursar 30 calendar days prior to the start of each semester you wish to utilize the discount.

How do I know how much Tuition Assistance I have available to use for the year or how much is remaining?

Per the Tuition Assistance Policy, full time employees are eligible for \$5,000 per calendar year, and part time and PRN employees are eligible for \$2,500. What an employee received through the Bon Secours Memorial College of Nursing does count towards your Tuition Assistance limit for 2017.

In order to determine what your specific remaining balance is you will need to contact AskHR. Please note the date the employee receives the reimbursement is used for the purpose of determining the calendar year which the reimbursement is applicable.

Are books included in Tuition Assistance?

Yes, Tuition Assistance is available for the costs of tuition, fees, and textbooks up to the maximum amount, provided the employee furnishes satisfactory evidence of the amount of tuition, fees, and textbooks incurred, plus evidence of any assistance defraying these amounts. Textbooks will not be reimbursed without a detailed breakdown of the receipt in which the textbooks were purchased. You may be required to submit your course syllabus if your textbooks do not clearly correspond.

Do I need to apply for the Bon Secours Memorial College of Nursing Tuition Discount every semester?

Yes, Tuition Discount Forms must be received by the Bursar 30 calendar days prior to the start of each semester you wish to utilize the discount.

I am a current Bon Secours College of Nursing Student. What do I need to do for Tuition Assistance through Human Resources prior to starting my courses?

You will be required to submit an updated Tuition Assistance Application to AskHR. Please also familiarize yourself with the Tuition Assistance Policy.

