

Tuition Assistance Frequently Asked Questions

- 1. Is the Tuition Assistance program changing for all associates?**

The ministry-wide program aligns benefits and administration for all associates across the entire ministry. There are exceptions; namely, associates under collective bargaining agreements, or associates that are grandfathered under previous policies as of 2/29/2020.
- 2. How is the ministry-wide program different from previous regional programs?**

The new program offers enhanced benefits in most regions. The new program simplifies administration and aligns items for reimbursement. Other key features include:

 - Pre-approval track for key clinical roles
 - Pre-payment benefit for associates who are budgeted to work 30 or more hours per week and earn less than \$40,000 annually
 - A three-year work commitment or repayment of all tuition funds received in the previous 36 months.
 - Annual tuition reimbursements will be \$5,250 for FT and \$2,750 for PT associates.
 - Alignment with our BSMH colleges and the programs they offer along with an enhanced list of hard-to-fill position certifications
- 3. How does this program help us meet staffing needs?**

The new program helps us develop and retain current associates to fill ministry needs and helps us attract top talent looking for opportunities to grow in their careers.
- 4. What is the transition process for associates who are grandfathered into the legacy tuition assistance programs through Bon Secours or Mercy Health?**

Associates currently receiving tuition assistance through the legacy policies, will have the option to continue the benefit level provided until Dec. 31, 2021 in the education program in which they are now enrolled.

PRNs that participated in the Legacy Bon Secours tuition assistance program will be grandfathered until Dec. 31, 2020 in the education program in which they are now enrolled.

All recipients will need to follow new program reimbursement processes and timelines though through Service Now.
- 5. Does the lifetime maximum start over with the new policy?**


No. All previous reimbursements will be included in calculations toward the life-time Tuition Assistance maximum.
- 6. Is Tuition Assistance taxable?**

Per IRS requirements, Tuition Assistance greater than \$5,250 per year is a taxable event.
- 7. How will the new Tuition Assistance program be communicated?**

Along with sharing with HR leaders across the ministry, there will be a Weekly Update articles and a letter with additional information mailed to the homes of current tuition participants.
- 8. Who should associates contact with questions?**

Associates should contact Associate Services Center at 877-692-7780.
- 9. Where do I find the Tuition Assistance Program Overview Document?**

Please visit HR ServiceNow and type Tuition Assistance Program – Plan Overview.
- 10. Where can I find the Tuition Reimbursement application?**

Go to **HR ServiceNow** and type **Tuition Reimbursement** in the search bar. Click **Tuition Reimbursement**, denoted with an image of an open folder .