



Educational Assistance Policy

Effective Dates: January 2021 – March 2023

Policy

Midtown Community Health Center (Midtown) will reimburse an employee up to a maximum of \$4,000 per year for continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, and certification tests that are job-related. Educational assistance may not be used for expenses already covered under the Continuing Education Allowance (CME/CE) benefit.

An employee must secure a passing grade (a grade of **B** or better for graduate courses; a grade of **C** or better for undergraduate courses) or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received.

Eligibility

Benefits-eligible, regular employees who have completed six-months of employment are eligible under this policy. Benefit amount is prorated according to FTE status. The education assistance program is possible through a federal grant. Eligible reimbursement is made for educational expenses incurred by the employee between January 1, 2021 and March 31, 2023 and based on availability of funding. It is the responsibility of the employee to seek prior approval by HR to ensure availability of funding.

Procedures

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

- Prior to enrolling in an educational course, the employee must provide the HR director with information about the course for which he or she would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- A tuition reimbursement request form should be completed by the employee, and the appropriate signatures obtained.
- A copy of the tuition reimbursement request form must be submitted to HR. The employee will maintain the original until he or she has completed the educational course.
- Once the course is successfully completed, the employee should resubmit the original tuition reimbursement request form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.
- The HR department will coordinate the reimbursement with accounts payable.

Any questions or comments related to this policy should be directed to the HR director.



Educational Assistance Application

Instructions:

- Complete the educational assistance application and attach descriptive information regarding the course(s) or degree program you wish to enter.
 - Meet with Midtown's HR director to discuss your educational assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, the HR Director will grant preliminary approval.
 - Submit the original, signed form to the human resources (HR) department for final review.
 - Upon completion of the course, submit a copy of your grade report to the HR department.
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Educational Assistance Application

Date: _____

Employee name: _____

Site: _____ Job title: _____

Course title: _____

Course dates: _____ to _____

Degree sought (if applicable): _____

Name of institution: _____

Address of institution: _____

Course Expenses:

Tuition: \$ _____

Fees \$ _____

Books/materials \$ _____

Total cost \$ _____

Total Eligible Reimbursement Cost \$ _____

Development objective (what long-term goal is this program/course intended to help you reach):

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of **B** or better for graduate courses; a grade of **C** or better for undergraduate courses) of each course and submission of all receipts and paid bills within 30 days thereafter. I further understand that failure to successfully complete any course(s) I will not be eligible for reimbursement.

Employee Signature

Date

HUMAN RESOURCE DEPARTMENT APPROVAL

This request is ☐ Approved ☐ Not approved

Reason (if not approved) _____

Direct Supervisor signature

Date

Human resources director signature

Date