	ENTITY/HOSPITAL INTEGRIS	NUMBER SYS-HR-140
	MANUAL System HR Policy	EFFECTIVE DATE 9/76
	SUBJECT Education Reimbursement	REVISED 6/04, 2/07, 1/08, 1/14, 4/15, 7/18

1.0 PURPOSE


Provide guidance and establish calendar year maximums for the Education Reimbursement program.

2.0 GENERAL POLICY

- 2.1 INTEGRIS provides education reimbursement to eligible employees for completion of approved courses. Eligibility criteria are as follows:
- 2.1.1 Active full-time or regular part-time employees are eligible from date of hire.
 - 2.1.2 Status as full-time or regular part-time must be maintained throughout the duration of the eligible course to continue participation in the program.
 - 2.1.3 Current full-time or regular part-time status at the time of completing the course will determine the reimbursement amount as outlined in the Chart of Benefits in this policy.
- 2.2 Education reimbursement will be provided for full-time and regular part-time employees who do not receive full reimbursement through other sources, such as grants or scholarships. When partially reimbursed from other sources, INTEGRIS will reimburse the difference, not to exceed the benefit limit.
- 2.3 Reimbursements cover tuition costs and mandatory fees for coursework and books, not to exceed the reimbursement maximums shown in the Chart of Benefits in this policy.
- 2.3.1 Reimbursement benefits are based on years of service as of the completion date of the course.
 - 2.3.2 Reimbursement benefits apply toward the maximum amount allowed in the calendar year of the completion date of the course.
- 2.4 The course(s) must be offered by an accredited institution. Costs related to tests for licensure, preparatory courses, and/or certification exams are not eligible for education reimbursement.
- 2.5 No reimbursement is authorized for a grade of less than "C" or its equivalent.
- 2.6 No reimbursement will be made should voluntary or involuntary termination occur prior to completion of the course.

Chart of Benefits

Years of Service	Full-time Employee Benefits (per calendar year)	Part-time Employee Benefits (per calendar year)
0 - 9	\$2,000	\$750
10 or more	\$2,500	\$1,000

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3.0 PHYSICIAN MANPOWER ACADEMIC LOAN PROGRAM POLICY

- 3.1 For RNs participating in the Nursing Academic Loan Program who apply for and receive matching funds through the Physician Manpower Training Commission (“PMTC Recipients”), the amount the PMTC Recipient is eligible to receive from Education Reimbursement may be combined with the Nursing Academic Loan funding to augment the amount of matching funds for which the PMTC Recipient is eligible through PMTC. [For further information regarding the Nursing Academic Loan Program, please contact the Nursing Education and Research department.]
- 3.2 The PMTC Recipient is eligible to receive education reimbursement to obtain matching funds through the PMTC prior to completion of the PMTC-required service or the related coursework.
- 3.3 The Education Reimbursement funds used to augment the PMTC matching funds will be deducted from the total amount the PMTC Recipient is eligible to receive in educational reimbursement for the calendar year.

4.0 PROCEDURE

- 4.1 The responsible department manager must approve enrollment in all courses for which reimbursement is requested. Approved “Application for Education Reimbursement” (Attachment 1) will be forwarded to Human Resources no later than ninety (90) days after completion of the program term to be eligible for reimbursement.
- 4.2 Request forms for Education Reimbursement can be obtained any time online on the INTEGRIS Human Resources intranet site or from Human Resources during regular office hours.
- 4.3 After completion of the program term, the request form, receipt for tuition, mandatory fees and required books and grade report must be submitted to Human Resources before reimbursement will be issued. Requests must be turned in no later than ninety (90) days after completion of the program term.
- 4.4 Receipt for tuition, mandatory fees, and required books that are paid must be submitted with application before reimbursement will be made.

5.0 SCOPE

This policy applies to all organizations and personnel within INTEGRIS.