



MERIDIAN
HEALTHCARE



TUITION REIMBURSEMENT Employee Guidelines

A New Journey Starts Here.



Tuition Reimbursement Policy

Only courses taken at accredited academic institutions, institutions recognized by an accrediting agency to maintain an established level of educational standards, will be eligible for consideration. Correspondence courses and online courses will be considered for reimbursement from accredited academic institutions and only when they are determined to be equivalent or superior to comparable on-site instruction.

Eligibility for reimbursement is limited to two courses per semester, or \$5,250.00 per Meridian's fiscal year (July 1 – June 30), whichever is greater. Employees working on coursework for licensure are excluded from the \$5,250.00 per fiscal year cap.

Reimbursement is for the employee's out-of-pocket expenses only. Cost of tuition and/or books paid for by alternative means of funding, i.e., any payments not made directly by and from the employee's personal finances, are not eligible for reimbursement by Meridian.

Requests of Meridian for reimbursement of expenses paid for by alternative means of funding is considered fraud and may result in disciplinary action up to and including termination.

Tuition reimbursement may be granted for academic courses leading to improved knowledge and skills related to the employee's job duties and training plan.

To review the policy in full, please visit Policy Tech: VIII-J-Staff Development and Training VIII-J. V-Tuition Reimbursement

Program Requirements

You must be a full-time employee (36 hours or .9 FTE) and employed for a minimum of 12 continuous months at a full-time status, at the time of consideration.

Time worked as a PRN employee, prior to becoming full time, does not count towards the minimum time required. PRN employees are not eligible.

Voluntary and involuntary termination of employment renders any approval for tuition reimbursement null and void.

Tuition reimbursement approvals remain in effect for employees that are terminated due to their position being eliminated and that are eligible for severance pay.



Reimbursement Rates

The employee's cost of tuition may be reimbursed after the employee has completed the course with a passing grade. Reimbursement, if approved, will be paid as follows for both course work and course text books:

- Grade of A - 100%
- Grade of B - 75%
- Grade of C - 50%
- Grade of D or lower- 0%

Courses that only offer a grade of "PASS" or "FAIL", and do not provide a letter grade, may be approved for reimbursement after verification has been made with the academic institution by Staff Training and Development.

- Pass - 100%
- Fail - 0%

Transcripts must be provided for all courses taken prior to any payment being made for any and all courses.

Educational Expense Agreement

Employees must agree to remain a full-time employee (FTE) with Meridian after receiving reimbursement funds. Failure to do so will result in payback of the reimbursement funds received.

- Undergraduate Courses: Employees must remain a FTE for a minimum of 12 months after receipt of funds.
- Graduate Courses: Employees must remain an FTE for a minimum of 24 months after receipt of funds.

Procedure: Prior to Class Starting

Employee must complete a Tuition Reimbursement Form and NOT have an active Corrective Action Plan. The form can be obtained from Policy Tech; VII-J_Attachment A, as well as the (M:)Drive. A request form must be completed in full for each semester and cannot exceed two classes per term/semester. Completed request forms must be approved by 1st and 2nd Level Supervisors, submitted to Staff Development and Training for verification and finally approved by the Chief Human Resources Officer 30 days prior to the class's start date.

Payback Terms

Educational Expense Agreement must be signed prior to issuance of reimbursement funds. Once signed, funds will be issued on the following payroll check. Repayment terms of the agreement are illustrated in the chart below.

Time Remaining on Agreement

% of Reimbursement to be Repaid

Undergraduate Courses 12-9 months remaining	8-6 months remaining	Graduate Courses 24-18 months remaining	100%
5-3 months remaining		17-12 months remaining	%
Less than 3 month remaining		11-6 months remaining	75%
		Less than 6 month remaining	50%
			25%

Employees will be required to authorize Meridian to deduct the required payback amount from payout of PTO and/or wages. If PTO/wage deduction is insufficient, recipient will be billed for the remaining balance.

For further information, contact:

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