Tuition Reimbursement Assistance Program  
Policy and Procedure

The Tuition Assistance Program is designed to give employees the opportunity to increase their knowledge and skills through participation in educational programs. The program helps you contribute to the Medical Center by becoming more effective in your current assignments as well as by preparing you for promotional opportunities. Payments under this plan are intended to qualify as tax-free payments for Educational Assistance under Internal Revenue Code Section 127.

Eligibility:
- You must have completed six months of continuous service at the start of the course(s) in order to be eligible.
- You must currently be employed at Beth Israel Deaconess Medical Center (BIDMC) in a benefits-eligible position in order to apply.
- You must be in good standing prior to the start of the class.
- You must remain employed and actively working (not on a leave of absence) at BIDMC in a benefits-eligible position throughout the duration of the course in order to be reimbursed (you must be employed at time of reimbursement).
- Medical staff, house staff, fellows, and employees in training status are not eligible for tuition reimbursement.
- Application may be denied due to lack of funding, late submission, or incomplete application.

Approval Conditions:
- You must apply TWO WEEKS before the start date of the course(s) (this includes reimbursement for Continuing Education Units (CEU) for employees in direct care positions and initial certifications/certification prep exams in nursing).
- In general, the course(s) you are taking must be given for credit at an accredited institution, and job-related (related to your current job, or preparing you for another job at BIDMC). Non-credit courses at least 20 hours in length may be eligible if they are for skills enhancement at your current position. Prep-courses for entrance exams and entrance exam fees do not qualify under tuition reimbursement.
- Tuition reimbursement applies to tuition costs only, and does not include registration fees, books, or other similar charges. Proof of tuition cost will be required for reimbursement.
- CEUs for employees in direct care positions (see guidelines for CE’s for eligibility) can be reimbursed for up to $250 (this includes coursework and exam fees). Does not apply to Registered Nurses.
- Up to $250 reimbursement for Initial Certifications and Certification prep exam fees for Registered Nurses. Reimbursement is part of total tuition reimbursement benefit during fiscal year.
- There is a Tuition Loan Program available through the Alpha Credit Union to all who qualify.
- BIDMC employees who are participating in BIDMC-run pipeline programs are eligible to have their tuition paid at the start of the semester. Paperwork and payments for these groups will be coordinated by BIDMC HR staff overseeing these programs and payments will be made directly to the educational institution.

Release Time:
It is expected that the majority of employees will be able to find coursework at times other than normal working hours. No compensatory time off is allowed to employees who attend courses at times other than their normal working hours.

Reimbursement Schedule:

<table>
<thead>
<tr>
<th>Tuition reimbursement per calendar year (January - December)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENEFITS ELIGIBLE EMPLOYEES</td>
</tr>
<tr>
<td>After completing six months of continuous service at the start of the course(s)</td>
</tr>
<tr>
<td>Full time employee (30-40 hours per week)</td>
</tr>
<tr>
<td>Part time employee (Less than 30 hours, but at least 20 hours per week)</td>
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</tbody>
</table>

The January following the fifth anniversary of your hire date  
Addtional eligibility if taking course related to direct patient care
| Full time employee | Eligible for $2,250 | Eligible for an additional $1,500 |
| Part time employee | Eligible for $1,125 | Eligible for an additional $750 |
Continuing Education Units (CEU) for non RN Direct Care Employees

BIDMC will reimburse up to $250, per calendar year, towards Continuing Education Units for employees in Direct Care Positions (excluding Registered Nurses*) including Pharmacist, Lab Employees, Radiology, Clinical Nutrition and Social Workers.

- CEUs must apply toward current position at BIDMC.
- Employee must be employed for 6 months and in good standing.
- CEU reimbursement is part of your total tuition reimbursement benefit during the fiscal year.
- Seminars that do not offer CEU credits will NOT be covered.
- Prep courses for license exams will be covered - if the license is required for your current job at BIDMC.
- BIDMC does not pay license fees.
- Human Resources has the final authority on what courses will be approved or not approved.

As Human Resources has limited funds towards Tuition and CEU reimbursement each calendar year,

- Employees MUST apply at least two (2) weeks prior to course.
  - The Human Resources office will accept applications two (2) months to two (2) weeks prior to start of the CEU course.
- When funds run out for current fiscal year, no request will be approved until the next fiscal year.

* Registered Nurses please apply for CEU programs through the Continuing Education Reimbursement Application process, which can be found on the nursing portal under Nursing Education.