**NURSING EDUCATION & TRAINING   
TUITION REIMBURSEMENT PROGRAM**

**Frequently Asked Questions**

1. **Who is eligible for Tuition Reimbursement Program?**

* All full time LPN and RN employees in the Nursing Department
* Employee must have completed 6 months of continuous employment with Saint Elizabeths Hospital at the time of submitting the application
* Must have received and maintain a rating of “Valued Performer” (3) or above for each competency of the Annual Performance Appraisal and not under a current correction action.
* Must get accepted to the UDC Associates or Bachelor’s degree programs in Nursing.
* Must receive a minimum grade of “B” in for credit courses or grade of “P” in pass/fail courses to continue eligibility in the program.

1. **When will the program begin?**

Now, Fall 2012 semester Advisement/Registration at UDC begins August 20 -23 (New, Readmitted, Transfer, Special Students)

1. **I am already in school. Can I be reimbursed for my courses taken at an institution other than UDC?**

At this time, the Hospital is only collaborating with UDC, and therefore, the tuition reimbursement program will not be provided for attendance at other institutions.

1. **Can I transfer to UDC to participate in the tuition reimbursement program?**

Yes, you can apply to UDC as a transfer student. If you get accepted to UDC and you meet the other eligibility criteria referenced above, you will be eligible for the tuition reimbursement program.

1. **I am currently attending UDC to earn an associates or bachelors degree in Nursing. Am I eligible for the program?**

Yes, however, only the approved course(s) beginning with Fall 2012 semester and onward are eligible for tuition reimbursement per the Application & Reimbursement Policy. All courses taken prior to Fall 2012 are not eligible for reimbursement.

1. **Can I get reimbursed for other courses taken at UDC that are outside of the AA or BSN Nursing program of study?**

No, only course taken within the Associates or Bachelors degree in Nursing curriculum are eligible for tuition reimbursement.

1. **Will I be able to attend class during my scheduled work hours?**

No. You must continue to work your scheduled shift, and classes must not interfere with your scheduled work time.

1. **What documents do I need to bring with me to the UDC Advisement Orientation?**

At minimum, you will need:

* Official High School Transcripts or official GED results.
* Official college transcripts (RN to BSN applicants/Transfers/Re-admits).
* Copy of LPN/RN Licensure.
* UDC Admissions Application at [www.udc.edu](http://www.udc.edu)

1. **I would like to apply to this program. What should I do?**
   1. Fill out the short interest form on the Intranet.
   2. Discuss the program with your Nurse Manager.
   3. Gather the documentation needed.
   4. LPNs need to attend UDC orientation at Saint Elizabeths on July 31, 2012 from 9am – 12 Noon or 3PM – 5PM in TR 257.

RNs need to attend UDC orientation at Saint Elizabeths on August 7, 2012 from 9am – 12 Noon in TR 257.

* 1. Once accepted and registered at UDC, fill out Tuition Reimbursement Program Application.

1. **Will I be required to sign a Service Payback Agreement?**

Yes. You will be required to sign a Service Payback Agreement in order to participate in the Tuition Reimbursement Program. Service payback is up to 2 years depending on which program you are accepted in and how much money is reimbursed over time.

If an employee resigns or is terminated within the two-year service agreement period, the Hospital will seek reimbursement on a prorated basis depending upon the length of time serviced after the final payment.