

 NEMOURS CHILDREN'S HEALTH Enterprise Policy # 2.1.19	Tuition Reimbursement	Effective Date	3/18/2024
		Date Approved	3/18/2024
		Supersedes Date	10/19/2022
		Originating Dept.	Human Resources
		Document Owner	Chief HR Officer
		Document applies to: All Nemours Associates	

PURPOSE

To provide policies and procedures for the tuition reimbursement benefit program to eligible associates.

POLICY

1. Nemours offers a tuition reimbursement benefit program for eligible associates in accordance with the provisions of this policy. The program includes academic and financial advising services, which are available to eligible associates at no cost.
2. Regular full-time and part-time benefits-eligible associates who have successfully completed their initial 90-day evaluation period are eligible for tuition reimbursement for approved courses.
3. Reimbursement will only apply to approved courses while both being actively employed during the duration of the course and at the time of reimbursement. The reimbursement amount is based on the associate's Full Time Equivalency (FTE) at the time of reimbursement, not when the courses are approved.

PROCEDURE

1. Tuition reimbursement is primarily available for degree programs or college courses related to an associate's job or development opportunities within Nemours that may enhance the associate's ability to contribute to Nemours' programs as determined within the sole discretion of Nemours.
2. Nemours strongly encourages associates to schedule an advising session prior to beginning a new program. Our vendor partnership includes professional advisors who work es to create a customized education plan that offers a direct, convenient and cost efficient route to meeting the associate's educational goals and completing coursework or earning a degree. Tuition discounts may be available through our vendor partner.
3. Courses must be taken at, or online through, a regionally accredited academic institution recognized by the US Department of Education in order to be eligible for reimbursement.

4. Prior to taking the course, an associate must obtain approval of the course(s) from his/her/their supervisor or manager through the online Tuition Reimbursement portal. The supervisor or manager will approve or reject the application based on performance (i.e. corrective action) relevance to the associate's job or development, or based on departmental budget. Failure to gain approval prior to the course start date may result in denial of reimbursement.
5. Approved tuition reimbursement is for 100% of course expenses if an associate receives a grade of C minus or better, "pass" in a pass/fail course, or credit for an independent study course. No reimbursement is available for grades of D, F, "fail", "no credit" or for incomplete or withdrawal status. Reimbursement is only available after completion of all course work and submission of appropriate supporting documentation.
6. Course expenses eligible for reimbursement only include tuition, eligible course fees, and required textbooks and workbooks. All other course expenses are not eligible for reimbursement, including but not limited to class supplies, travel, parking, graduation fees, payment plan fees, student health fees, application fees, and/or late registration penalties.
7. The associate must submit documentation of successful completion and receipts for reimbursement no later than 120 days after the course end date. The associate must be in an active, benefits eligible status at the time of reimbursement. Required documentation includes the final grade report or transcript; itemized invoices that include a breakdown of tuition costs, related fees, and all financial assistance received; and payment information that includes the payment method by which the expenses were paid (check, credit card, ACH, education loan, grant, scholarship, etc.). For reimbursement of books, an itemized register receipt must be submitted.
8. An associate is eligible for reimbursement under this policy up to a maximum of \$5,250 per calendar year. Reimbursements count towards the \$5,250 calendar maximum in which the course begins. However, taxation, as required by the Internal Revenue Service (IRS), on the \$5,250 is based on the calendar year in which the payment is made.

For example, if an associate starts a course in September 2023 but does not receive the reimbursement until January 2024, the amount paid applies to the calendar year maximum for 2023. In regards to taxation, the \$5,250 tax free benefit applies to the calendar year of 2024. The associate could receive an additional \$5,250 in tuition reimbursement for courses started in 2024 but the amount reimbursed above \$5,250 in 2024 will be included in the associate's taxable income.

9. Annual total eligibility for full-time associates is the maximum total available, \$5,250 per calendar year. This is not prorated as long as the associate is at least an 0.75 full-time equivalent (FTE).
10. Annual total eligibility for part-time associates is the maximum total available to full time associates (\$5,250 per calendar year) pro-rated based on the associate's full-time equivalent (FTE) status at the time of reimbursement.

For example, an associate with an FTE of 0.6, would be eligible for \$3,150 ($\$5,250 * 0.6 = \$3,150$) at the time of reimbursement.

11. There is no lifetime maximum for this benefit.
12. Reimbursement may be requested to the extent allowable expenses are not duplicated by other sources of funding. Associates can receive reimbursement for loans, as they must be re-paid. However, any grants, scholarships, stipends, state or federal aid, or gifts received will be deducted from the eligible reimbursement amount.
13. Unless otherwise required by law, associate course schedules are not considered hours worked and must not interfere with an associate's normal work schedule.
14. Tuition reimbursement is provided based upon the assumption that an associate will continue employment with Nemours in a benefits-eligible employment status for a minimum of twelve (12) months following the most recent tuition reimbursement received. If an associate terminates employment or voluntarily transfers to a non-benefits-eligible position within this twelve (12) month period (even if they subsequently return to a benefits-eligible position), the associate must repay to Nemours the amount of the tuition and other expenses reimbursed during the previous twelve (12) months. Repayments are not prorated. Full repayment is expected within thirty (30) days of the associate's termination or status change. Repayment of tuition reimbursement by associates who are involuntarily terminated will be waived.

For example, if an associate terminates February 20, 2024, Nemours will look back to February 19, 2023 and collect any reimbursements paid within this time period.

15. Tuition reimbursement under this policy is within the sole discretion of Nemours on a case-by-case basis.
16. Falsifying documents for the purposes of obtaining reimbursement will result in progress discipline up to and including termination.

RELATED DOCUMENTS

2.1.22 Benefits Eligibility

REFERENCES – None

DEFINITIONS – None

APPENDIX – None