

## Program Overview

Attending school can open many doors for your career but paying for college can be a big challenge. Texas Health offers the Tuition Reimbursement Program to help you further your education. Through the Tuition Reimbursement Program, Texas Health will reimburse tuition, some recurring fees and books for approved degrees that benefit Texas Health or positions within Texas Health.

Courses must be taken at universities, colleges and vocational tech schools in the U.S. that have been accredited by specific nationally recognized accrediting agencies as defined in the table on the next page. While certificate programs and certifications in general are not eligible for tuition reimbursement, certifications for Pharmacy Technician, Surgical Technician, Medical Assistant, and LVN are eligible. The Texas Health Benefits Department administers the Tuition Reimbursement Program.

## Key Actions to Take

- Verify that you are eligible to participate in the Tuition Reimbursement Program.
- Determine if your coursework or field of study is eligible for reimbursement through the program.
- Complete a Career Development Inventory CDI (If required)  
Submit your request for reimbursement with all required documents no later than 60 calendar days after completing the course, semester, or term.

## Eligibility

Eligibility to utilize tuition reimbursement begins on your date of hire for courses that begin on or after that date. Full-time and part-time benefits-eligible employees (as defined in Employee Benefits Handbook) may participate. You must earn a C or better (or pass in a pass/fail class) to receive reimbursement. The following are not eligible:

- Medical directors employed under contract
- Medical residents or interns
- Administrative residents or interns
- Fellows or interns
- Dependents of employees

You must be a benefits eligible employee and actively at work when any of the following occur:

- You submit your reimbursement request
- Your payment is processed
- On your course, semester, or term start date

You may be on a leave of absence while taking the courses, (exceptions are made for employees on military leave).

## Approved Accrediting Agencies

### All Degrees

To be eligible, courses must be taken at a university, college, vocational or technical school in the U.S. that is accredited by one of the following associations:

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA-CHE)
- New England Association of Schools and Colleges (NEASC-CIHE)
- North Central Association of Colleges and Schools (NCA-HLC)
- Northwest Commission on Colleges and Universities (NWCCU)
- Western Association of Schools and Colleges — Senior Colleges (WASC-ACSCU)
- Western Association of Schools and Colleges — Junior Colleges (WASC-ACCJC)
- Association of Biblical Higher Education (ABHE)
- Accrediting of the Association of Theological Schools (ATS) (recognized at the undergraduate level only)
- Distance Education Accrediting Commission
- Accrediting Bureau of Health Education Schools
- Accrediting Commission of Career Schools
- Transnational Association of Christian Colleges
- Higher Learning Commission

This list of associations is not all-inclusive. If your college or university is not accredited by one of these associations, contact Tuition Reimbursement.

Clinical Degrees
<p><b>Nursing</b></p> <p>In addition to one of the above accreditations for all degrees, nursing pre-licensing undergraduate (ADN, BSN) courses must be taken at colleges or universities that are accredited by one of the following Nursing accrediting agencies:</p> <ul style="list-style-type: none"> <li>• Accreditation Commission for Education in Nursing (ACEN) formerly National League for Nursing Accreditation Commission (NLNAC)</li> <li>• American Association of Colleges of Nursing (AACN) — BSN or higher degree programs</li> <li>• Commission of Collegiate Nursing Education (CCNE)</li> </ul> <p>If your College or University is not accredited by one of these associations, please contact Tuition Reimbursement.</p> <p><b>Required Clinical Rotations/Practicum</b></p> <p>Texas Health has affiliations with certain schools for students to be able to complete clinical rotations or practicum at Texas Health Resources facilities. While your university or college may be eligible for our tuition reimbursement program, this does not mean that Texas Health also has or will have an affiliation for clinical rotations or practicum. To determine whether your school has an established affiliation with Texas Health, go to <a href="#">PDF Texas Health Affiliation Agreements.pdf</a></p>

**Eligible Degrees and Coursework**

Topic	Description
Maximum Reimbursement amounts	<p>Benefits-eligible employees are eligible for reimbursement of coursework for degrees for which Texas Health typically hires.</p> <p>Reimbursement for degrees up to:</p> <ul style="list-style-type: none"> <li>• \$5,250 per calendar year for full-time employees.</li> <li>• \$5,250 per calendar year for part-time benefits-eligible employees who are considered full-time students under their degree plan (usually 12 credit hours per semester). A full-time student status verification may be requested.</li> <li>• \$2,625 per calendar year for part-time employees/part-time students</li> </ul> <p>In addition to tuition, you may submit receipts for reimbursement of textbooks (books purchased from individuals are not covered).</p>
Graduate Equivalency Diploma (GED)	Benefits-eligible employees are eligible for reimbursement of expenses related to completing a high school education through a Graduate Equivalency Diploma (GED).

**How the Program Works**

Topic	Description
How you are reimbursed	<p>You must be actively at work in a benefits-eligible position before the start of the course, at the time you submit your reimbursement request, and at the time your reimbursement is processed.</p> <p>All employees using the Tuition Reimbursement program must complete a Career Development Inventory prior to requesting reimbursement. You may complete this inventory at any time. To complete, log on to MyTHR.org. Click the Benefits tile, click Tuition Reimbursement, click on the “Career Development Inventory (CareerDrive)” link. On the right-hand side of the page, you will see a tile labeled “Career Development Inventory.” Click on the green “Start/Edit” button on this tile to access the Career Development Inventory. There are seven sections on the inventory and a total of 36 questions to complete. Please allot adequate time to complete all sections. Once the inventory is completed, you will notice upon logging back in that your overall rating will be reflected in the blue box when you go back to the Career Development Inventory in the portal.</p> <p>If you would like to further your career development, you can access the other sections of the portal anytime that you choose.</p> <p>If you have technical questions regarding the CDI, please contact <a href="mailto:help@Fuel50.com">help@Fuel50.com</a>. If you have questions regarding Tuition Reimbursement, feel free to contact us at 682-236-6238 or email <a href="mailto:thrtuitionreimbursement@texashealth.org">thrtuitionreimbursement@texashealth.org</a>.</p>

## How the Program Works (continued)

Topic	Description
	<p>Within 60 days after completing the course, semester or term, submit your request for reimbursement with the steps below:</p> <ul style="list-style-type: none"> <li>• Download your documents to a drive on a computer or electronic device.</li> <li>• Logon to: <a href="http://www.myTHR.org">www.myTHR.org</a></li> <li>• Click the Benefits tile and then Tuition Reimbursement</li> <li>• Click Access Tuition Reimbursement</li> <li>• Click on the Submit Request for Reimbursement box on the Tuition Reimbursement Program screen</li> <li>• Select the College or University</li> <li>• Select the number of courses you completed</li> <li>• Click Continue</li> <li>• Enter all requested information:               <ol style="list-style-type: none"> <li>1. Estimated Graduation date</li> <li>2. Major and Degree</li> <li>3. Course start and end</li> <li>4. Email address (use the email address that you use most often)</li> <li>5. Enter the course information</li> </ol> </li> <li>• Enter any comments</li> <li>• Click on Submit Application request</li> <li>• Input book information (if applicable)</li> <li>• Click Continue</li> <li>• Read the instructions and the participant certification. You may also view a copy of the program guide by clicking the link at the bottom of the page</li> <li>• In the acknowledge box, type your full name and click the acknowledge box</li> <li>• Check the boxes verifying your documents contain all the required information needed to process your request               <ul style="list-style-type: none"> <li>• Itemized statement from the college or university with your name pre-printed on it that reflects the actual cost of the courses, not a payment receipt</li> <li>• Final grade report or unofficial/official transcript that has your name pre-printed on it</li> <li>• Copy of the course schedule, student schedule, or enrollment verification with your name pre-printed on it that lists the actual course start and end dates of the classes you just completed. (Please note general college calendars or college academic schedules are not accepted.)</li> <li>• Itemized book receipts (if applicable)</li> <li>• Financial aid award letter (if applicable)</li> </ul> </li> <li>• Upload your documents (if one document contains all the information needed, only attach it once)</li> <li>• Click the Submit Request box</li> <li>• Read the message regarding your submission</li> <li>• Click OK.</li> <li>• After you click OK, you will receive a confirmation email. Make sure the email address you provided is correct.</li> </ul> <p>Your request will be processed in 1-2 payroll periods from receipt of complete information. If you receive a request for missing documentation, resend all documents together by clicking the reimbursement edit button in the actions tab on the side of your application. This way you do not have to re-enter information. Reimbursement amounts are determined by your employment status as classified in the HR/Payroll system at the time your request is paid.</p> <p>NOTE: Tuition reimbursement payments are deducted from your annual benefit maximum of the calendar year your classes began. Scholarships, grants, or waivers may reduce your reimbursement amount. Please submit a copy of your financial aid award letter.</p>
Requesting advance funds	You may request advance tuition assistance if you are a full-time employee or part-time benefits eligible employee with a current annual base pay rate of less than \$40,000.00. All eligibility, maximums, and other policy requirements apply to advances. More information about advance funds is provided later in this section.
Expenses that are not covered	The Tuition Reimbursement Program does not reimburse charges for waived or exempted tuition, professional meetings, workshops, conventions, drop fees, exam fees, late fees, supply kits, licensures, room and board, parking fees, uniforms, drug screens, background checks, certificate courses, CEUs, insurance costs, review courses, tests or preparation for tests (such as NCLEX, GMAT, LMAT, MCAT, and TASP) or fees to CLEP, books purchased from individuals, shipping and handling, supplies, lab packs, laptops, software, calculators, nurse skills pack, college repeat fees, credit card fees, association fees, continuing education classes, membership fees, subscriptions, administrative costs for research projects or studies, property deposits, hotel fees, airfare, requests for reimbursement submitted past the 60-day submission deadline, tuition covered by grants, scholarships, or waivers, payment plan fees, convenience fees or tuition and fees for degree plans that do not benefit Texas Health or your position at Texas Health
Taxation of tuition reimbursement	Reimbursements of up to \$5,250 per tax year are not taxable income. In compliance with IRS regulations, any reimbursement that exceeds \$5,250 in a calendar year will be taxed, even if the payment was for the prior benefit year.

## Changes in Employment

Topic	Description
If your employment status changes	<p>If you terminate employment or change to a non-benefit eligible status (such as PRN or part-time benefits-ineligible, as defined in the Employee Benefits Handbook) within 12 months of receiving payment for courses, you will be required to repay the reimbursed funds paid on your behalf to Texas Health Resources. The 12 months is from the paycheck date.</p> <p>If your position is eliminated and you are eligible for separation pay or you did not voluntarily change to the non-benefit eligible status, you will not be required to repay the funds as long as you searched for a position and did not turn down a reasonable offer. You are also eligible to receive Tuition Reimbursement for your current semester if you meet all other requirements of the program.</p> <p>If you terminate or give notice that you will terminate or change to a non-benefits eligible position before completing the course, you will not receive tuition reimbursement for your courses. All funds paid to you, or the college/university could be deducted from your final regular paycheck as a full-time or part-time employee (this includes any PTO payout you might receive).</p> <p>Uncollected amounts owed to Texas Health Resources may be sent to an outside agency to assist with collection efforts. Any funds that are recovered are not refundable, even if you return to a benefits-eligible position within the rehire period</p> <p>Participation in the tuition reimbursement program does not guarantee job placement.</p>

## Advance Funds Eligibility

If you are a full-time or part time employee with an annual base rate of less than \$75,000 you qualify for advance funds. Texas Health will pay for your coursework in advance once your application is approved. All employees who are eligible to receive advance funds should input an application after they register for the classes and prior to their course start date. You will have to print a voucher and give it to the College or University as your source of payment.

If you have already paid for your classes (and meet the above requirements) and want to request advance funds. Submit an application. Once the application is approved Do not print the voucher. You may request reimbursement for the advance funds by submitting your class schedule and paid invoice itemizing the cost of tuition and recurring mandatory fees. Recurring fees do not include fees for parking, insurance, or transportation fees. See list in employee handbook for list of other fees not covered.

### **Advance Book Reimbursement (for voucher-eligible employees only)**

Once your application is approved and you purchase your books or if you did not use your voucher and are requesting reimbursement paid directly to you; you can submit your request for reimbursement in advance by following the steps below.

- Purchase your books
- Download a copy of your book receipt to a computer.
- Logon to MyTHR.org
- Click the Benefits Tile, then Access Tuition Reimbursement
- Under Actions: Click on reimbursement request
- Verify information previously entered is correct and does not exceed eligible benefit amount Click continue
- Enter book information on the book title section (if applicable)
- Enter the amount Click continue
- Read the participant certification statement
- Type your name
- Click the acknowledge button
- Upload and attach your itemized statement and or book receipts
- Click submit request

Your book reimbursement will be processed in one to two payroll periods from receipt of the documents.

### **Grade Submission**

Once your courses end, save your final grade report or transcript to a drive on your computer. Your name must be pre-printed on the document you submit. You have 60 days after the course/semester end date to submit your final grades report.

- Log into Mythr.org and click the benefits tile
- Click Tuition Reimbursement
- Click the Access Tuition Reimbursement
- Click on Submit Grade Report under actions on the right side of your application
- Read the Participant Certification statement
  - Type your full name
  - Click the acknowledge button

- Click the grades box
- Upload the grade report or transcript
- Click the submit request button. You have 60 days past the course/semester end date to submit your final grade report.

**Grades**

If your final grade is not a C or above (or passing in a pass/fail class) or you do not submit your grades within 60 days after completing the course, the advance funds and book reimbursement that Texas Health has paid in advance will be deducted from your pay over several pay periods listed in the table below. Additional advance funds will not be available until all funds due back to THR have been repaid.

**Repayment of Funds**

If you receive advance funds and/or you are required to repay Texas Health, your payments will be deducted from your pay over several pay periods based on the amount you owe Texas Health.

If you owe this amount:	Your repayments will be over:
\$2,000 or more	15 pay periods
\$1,000 – \$1,999	10 pay periods
\$500 – \$999	8 pay periods
\$300 – \$499	6 pay periods
\$200 – \$299	4 pay periods
\$199 or less	\$50 a pay period

Payroll deductions will be at least \$50. However, the final deduction may be lower if you owe less than \$50. You are not eligible for further advance funds until you have completely repaid the amount you owe. If you terminate your employment with Texas Health, the amount you still owe to Texas Health will be deducted from all remaining income (this includes any PTO payout you might receive). If your final paycheck is less than the amount you owe, you must repay Texas Health for any remaining balance. Uncollected amounts owed to Texas Health may be sent to an outside agency to assist with collection efforts.

**Plan Changes**

The following is important information about this booklet and the Tuition Reimbursement program:

- There are no guarantees that an employees’ right to participate in the Tuition Reimbursement Plan (the plan) will continue or remain unchanged.
- Texas Health intends to continue the plan but reserves the right to change it at any time. This includes the right to change the level of benefits provided and the types of employees eligible for benefits.
- Texas Health reserves the sole right to change or terminate all or any part of the plan, at its discretion at any time, either in its entirety or with respect to any covered types of employees. From time to time, you may receive updated information concerning benefit changes.
- No employee of Texas Health is responsible for advising you on the tax effect of your participation in the plan. Because tax laws are complicated and constantly changing, we recommend that you consult a tax advisor if you have questions about how participation in this plan will affect your personal tax situation.
- The plan administrator has the authority to interpret the plan. Any interpretation made by the plan administrator will be conclusive.