

Subject: Nursing Tuition Reimbursement
Date: May 1, 2016
Authorized by: Sara Saathoff, Executive Director
 Biological Sciences Division Human Resources

Purpose:

As part of its mission statement, the Biological Sciences Division (BSD) provides services that help the division attract, retain, and reward competent and dedicated staff who share a commitment to the values of excellence and innovation in teaching, research, and patient care. To meet the evolving needs of nursing staff, and ensure that they continue to provide enlightened and compassionate care of patients in an academic environment, the BSD has established an educational assistance program. The purpose of the program is to foster the professional growth and development of eligible nursing staff.

Policy:

The BSD has established the Nursing Tuition Reimbursement program to provide monetary assistance to eligible nursing staff. The following investment in our nursing staff will strengthen the quality of care, clinical outcomes, and translation of nursing research into clinical practice.

FULL-TIME NURSES	BENEFIT
Active nursing staff scheduled to work 35 or more hours per week	100% of the tuition for a Bachelor of Sciences in Nursing (“BSN”), a Master of Science in Nursing (“MSN”) or a MSN/MBA or other combined graduate nursing degree, and 75% of the tuition for a PhD in Nursing, or a Doctor of Nursing Practice (“DNP”).

PART-TIME NURSES	BENEFIT
Active nursing staff scheduled to work 20-34 hours per week	50% of the tuition for a BSN, MSN or MSN/MBA or other combined graduate nursing degree, and 50% of the tuition for a PhD in Nursing, or DNP.

Reimbursement covers tuition only. Fees, books and other incidental charges are excluded. ASN degrees, non-credit, certificate and continuing education units (CEU) courses are not eligible for reimbursement under the Nursing Tuition Reimbursement program.

Note: *The above policy supplements responsibilities set forth in other University policies including, but not limited to, the University’s personnel, financial and administrative policies, the Employee Handbook, the Student Manual, and any other departmental handbook, manual, policy, or procedure.*

Definitions:

- Nursing Staff** Individual employed by the BSD in the following job profiles:
- Advanced Practice Nurse (BE602A)
 - Advanced Practice Nurse Manager (BE701A)
 - Clinical Research Nurse (BE402A)
 - Clinical Research Nurse Manager (BE5010A)
 - Nurse Associate (BE302A)
 - Nurse Midwife (BE652A)

Benefits Eligible

A full-time employee scheduled to work 35 hours per week or more, or a part-time regular employee scheduled to work 20 hours per week or more.

Eligibility:

Nursing staff must be accepted into an accredited academic program leading to a bachelor's, graduate or doctoral degree in nursing. Eligibility begins after a nurse has successfully completed the six (6) month probationary period, and is restricted to courses that begin after this period. Full-time nurses must first exhaust the Employee Tuition Outside of the University benefit for any coursework towards these degrees before participating in the BSD Nursing Tuition Reimbursement Program.

Eligibility for reimbursement is based on your status as a University employee at the time the application for reimbursement is approved by the University following completion of a course. Accordingly, if your employment terminates or your work hours drop below twenty (20) hours per week prior to the completion of a course, then you will not be eligible for reimbursement.

You must remain employed by the University for a period of one (1) year after completion of a course. If you voluntarily leave the University, or are terminated for cause, you will be required to return to the University some or all of the monies reimbursed to you for tuition.

Reimbursement will be reduced by any financial assistance you receive, excluding loans. Under no circumstances may the total amount of the reimbursement and other financial assistance exceed the employee's total expense for the coursework.

Eligibility During a Leave:

LEAVE TYPE	ELIGIBILITY
Short-Term Disability	You are not eligible for the Employee Tuition at the University or Outside of the University benefits or the BSD Nursing Tuition Reimbursement Program.
Family and Medical Leave	You are not eligible for the Employee Tuition at the University or Outside of the University benefits or the BSD Nursing Tuition Reimbursement Program.
Leave of Absence	You are not eligible for the Employee Tuition at the University or Outside of the University benefits or the BSD Nursing Tuition Reimbursement Program.
Long-Term Disability	You are not eligible for the Employee Tuition at the University or Outside of the University benefits or the BSD Nursing Tuition Reimbursement Program.
Military Leave of Absence	If you are in the Reserves and called for active military duty, you remain eligible for up to twenty-four (24) months for educational assistance at the same level as before your leave.

Agency nurses are not eligible to participate.

The BSD reserves the right to terminate the program at any time without notice.

What Is Not Covered:

The BSD Nursing Tuition Reimbursement program only covers stated tuition charges. It does not include expenses such as:

- Application fees.
- Laboratory fees.
- Activity fees.
- Other special fees charged for particular courses or programs, required or not.
- Any other incidental fees.

How to Apply:

Upon acceptance or conditional acceptance into a nursing degree program at an accredited College/University, submit completed Nursing Degree Enrollment Notification form along with:

1. Letter of acceptance into the nursing degree program OR conditional acceptance letter stating what is needed to be fully accepted into the program; and,
2. List of all courses (including pre-requisites) needed to complete that degree.

Note: Conditional Acceptance – You must provide letter of acceptance once you are officially accepted into the nursing program.

Upon completion of the semester/quarter or course(s), submit the completed Nursing Tuition Reimbursement Application to BSD Human Resources with an itemized bill detailing tuition expenses, amount of student loans and federal and/or state grants/scholarships (if applicable), itemized paid receipt(s) reflecting form of payment and official transcripts for course(s) taken showing a passing grade. The application is available from BSD Human Resources and on the website:

<http://biologicalsciences.uchicago.edu/staff>.

You have 60 days after the semester/quarter or course(s) ends to request reimbursement. Generally, requests for tuition reimbursement will not be considered after the end of the calendar year in which a course was taken.

Tax Implications for Participants:

If this benefit is applied to an undergraduate BSN, it is non-taxable for federal income tax purposes. If this benefit is applied to a graduate or doctoral nursing program (a MSN, MSN/MBA or other combined graduate nursing degree, PhD in Nursing, or DNP), up to \$5,250 per calendar year is non-taxable.

Related Forms, Links and Policies:

[University of Chicago Educational Assistance Plan - Summary of Benefits](#)

[Staff Tuition Assistance Application – non-UofC](#)

[Nursing Degree Enrollment Notification Form](#)

[Nursing Tuition Reimbursement Application](#)

[U307 - Flexible Work Arrangements](#)

[BSD Flexible Work Arrangement Request](#)