

Nursing Tuition Reimbursement Process

Are you ready to submit your Nursing Tuition Reimbursement Application?

Complete this checklist to determine if your Nursing Tuition Reimbursement Application is ready for submission to BSD Human Resources.

1. I confirmed that I am eligible for a reimbursement as noted in the BSD Nursing Tuition Reimbursement policy. Yes No
2. My courses are part of a nursing degree program from an accredited College/University. Yes No
3. I have an itemized bill from my College/University detailing tuition expenses. Yes No
4. I have an itemized paid receipt(s) as proof of payment(s) made. (Tuition paid by federal or state grants/scholarships are not reimbursable) Yes No
5. I have my official transcripts for course(s) taken showing a passing grade. Yes No

If you answered **NO** to any of the five statements above, **STOP** – you are not ready to send the reimbursement application. You must obtain all the required information before submission to BSD Human Resources.

If you answered **YES** to all five statements above, then proceed to Step 1 of the Nursing Tuition Reimbursement process.

Step 1: Submit Nursing Degree Enrollment Notification Form *(first time applicant/nursing program change only)*

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.

Step 2: Submit Nursing Tuition Reimbursement Application

Upon completion of the semester/quarter or course, submit the Nursing Tuition Reimbursement Application, itemized tuition bill and transcript to BSD Human Resources – Room O-104, Fax: 773-702-9151, Email: cstoit@bsd.uchicago.edu.

You have 60 days after the semester/quarter or course ends to request reimbursement.

Step 3: Reimbursement Review and Notification

BSD Human Resources will notify you via email within 10-15 business days after receipt of all required documents. The email notification will include your approved courses and tuition reimbursement amount.

Reimbursement requests submitted after the 1st Friday in December may not count for the current calendar year tuition reimbursement.

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.

Nursing Tuition Reimbursement Amounts

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

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.