



EDUCATIONAL ASSISTANCE AGREEMENT

 (Employee Name, Please Print) (Employee ID #) (Department #)

 (Home Address) (City) (State) (Zip code)

I am requesting the following type of educational assistance from OSF SFMC (please check (✓) one):

Academic Reimbursement
 Name of Accredited College or University: _____

Tuition Waiver – available for eligible employees enrolled in the BSN program at SFMC College of Nursing

I understand the following provisions are applicable under this policy:

- In order to be eligible for Educational Assistance I must have worked at least ninety (90) days as an OSF employee and be a regular employee working at least 16 standard hours per week.
- I must send this completed agreement to the Human Resources/Organizational Development Department before the course start date.
- I will receive a grade of “C” or better in the course and submit all receipts within sixty (60) days of course end. Failure to do so will result in loss of eligibility for reimbursement.
- I agree to remain employed at OSF SFMC working at least the same number regularly scheduled hours as worked during the period for which tuition support was received.
- My commitment period is three (3) months for each set of three (3) semester hours or four (4) quarter hours for which tuition support was received. For example, the commitment for a four semester hour course is six months, but the commitment for a four quarter hour course is three months. Note: commitment period begins upon graduation/termination of educational course or program and will never exceed twenty (24) months. Taking classes and working during the same time does not qualify as working off commitment.
- If in the course of my employment, I breach this agreement or terminate employment, I must repay the amount paid by OSF SFMC on a prorated basis for the unfulfilled portion of the service required under the agreement.
- If I am obligated under this agreement to repay OSF SFMC any monies and fail to do so within fourteen days of demand for repayment, I agree to pay any and all costs and fees incurred by OSF SFMC in attempting to collect such repayment, including, but not limited to attorney’s fees.
- This educational agreement does not guarantee continued employment. If OSF SFMC is unable, through no fault of the employee, to continue to offer employment through the commitment period, OSF SFMC will waive the right to repayment.

My education/career goal is: _____

Please completely fill out course information: Fall Spring Summer Semester Quarter

	<u>Course Name</u>	<u>Course Number</u>	<u>Start Date</u>	<u># of hours</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

Note: Your signature below signifies understanding of/compliance with Educational Assistance Policy #425 and this education agreement.

Employee Signature _____ Date _____

Employee’s Supervisor/Manager Signature _____ Date _____

Human Resources Signature _____ Date _____

Please note: Failure to complete all applicable spaces could result in your tuition benefit request not being processed in a timely manner. See reverse for more detailed explanations.

Educational Assistance Procedures

All regular employees working a minimum of sixteen (16) hours per week or thirty-two (32) hours per pay period, who have successfully completed the Initial Introductory Period (90 days), are eligible to participate in OSF's Educational Assistance Program. However, if an employee is at a Level II or above in the disciplinary process, he/she will not be eligible for assistance. The Educational Assistance Program is a benefit provided to assist employees in improving his/her job capabilities. Coursework taken must be related to the employee's present job, or one to which an employee could reasonably aspire within OSF.

Regular full-time employees will be reimbursed 100% of tuition per semester/quarter hour including course required books and/or lab fees. A maximum of \$3,500 academic reimbursement (not applicable employees enrolled in the BSN program at SFMC College of Nursing) per school year is available for each regular full time employee of OSF SFMC. Full time employees who are BSN students at SFMC College of Nursing are eligible for 100% of tuition costs only up to a maximum of 18 credit hours per year. Regular part-time employee reimbursement/waiver will be prorated based on regularly scheduled hours.

Following are the steps involved to request this assistance:

1. Request the appropriate form. Forms are available in the Human Resources Department or on the OSF SFMC HR portal.
2. Requests for assistance must be completely filled out and approved by the employee's supervisor (management team).
3. Paperwork must be submitted before start date of class.
4. After course completion, reimbursement requests will be processed upon receipt of final grade report and receipt of paid tuition statement, books, and/or fees.
5. Grades and appropriate paperwork must be submitted within sixty (60) days of course completion. Failure to submit this information will result in loss of eligibility for reimbursement.