Visiting Nurse Association Health Group, Inc.
Thomas Edison State College BSN/MSN
Tuition Advance Plan Guidelines

Program:

The Advance Payment Tuition Plan provides eligible employees with the opportunity to obtain, maintain, or improve job-related capabilities through participation in courses of study at accredited colleges and universities and organizations specializing in job and career-related education and training.

Employee Eligibility*: All regular full-time and regular part-time employees of the Visiting Nurse Association Health Group, Inc. and its affiliated companies are eligible to apply for advance payment tuition upon completion of their introductory period. Employees must be confirmed, i.e., employed for 90 days or, if management, eligibility is three months. An employee must remain employed for at least one year following completion of the course. The first step is to talk to your manager regarding eligibility, and obtain proper approval from your supervisor.

School Eligibility: Baccalaureate and graduate level courses must be taken for academic credit through accredited colleges and universities.

Timing of Tuition Support: In the case of specific colleges and universities approved by VNAHG, advance payment of tuition may be made. When tuition is paid in advance by VNAHG, the service obligations of the employee will apply.

Course Eligibility: Courses for which advance tuition is available must be in a specific job-related field of professional discipline and should provide the participating employee with skills, knowledge and competencies applicable to his or her current position. In order to be eligible for advance payment, the employee's supervisor must review and certify that the program for which the employee is applying meets the specified criteria.

Tuition and Fee Provisions: For participation in such programs, employees may be approved for advance payment of tuition fees up to a maximum of Three Thousand Dollars ($3,000.00) per semester with a maximum of four semesters per calendar year. The maximum payment for all courses of study, including certification, career development and job-related graduate study combined, will not exceed $3,000 per semester.

Advance Payment Process: Employees eligible for tuition advance payment will be required to provide the Manager of Professional Practice (or his or her designee) with the course title and number, student identification number, the number of credits, and completed required VNAHG Advance Payment Approval form, Tuition Reimbursement Service Agreement and Tuition Transmittal Form.

On receipt of the documentation required by VNAHG, VNAHG will advance the tuition
payment on behalf of the employee, up to payment limits set forth in this Policy.

Within thirty (30) days after a course is completed, the employee is required to submit a final grade report to the Manager of Professional Practice.

**Repayment Obligations:** In addition to the obligation to repay referenced in the Service Obligation provisions of this policy, an employee will be obligated to repay VNAHG as follows:

If an employee withdraws from a course, the employee will be required to repay VNAHG all amounts advanced by VNAHG for the course (less any refund made to VNAHG by the institution).

If the employee does not receive a grade of “C” or higher, the employee must repay the entire amount of advanced tuition.

**Service Obligation:**

An employee who receives advance tuition payment agrees that if he/she does not remain employed for at least one year following the completion of the course(s), he/she will be obligated to repay the tuition advance payment either through payroll deduction or other means. An Advance Payment Tuition Service Agreement must be signed. Please see the attached copy of the Advance Payment Tuition Service Agreement for details.

**Not Payable:** The following do not qualify for advance payment:

- Professional seminars
- workshops
- symposia
- short (non-credit) courses
- college/university entrance exams
- review programs for entrance exams courses at non-accredited institutions
- Itemized fees including:
  - application/pre-admission registration fees
  - transcript fees
  - test preparation fees
  - admission testing fees,
  - placement fees
  - book costs
  - transportation, parking fees
  - equipment/kit purchase costs
  - tutoring fees,
  - deferred tuition fees
  - registration fees
  - late registration fees
  - course addition, deletion or transfer fees
  - student activity fees
  - student union fees
petition fees
recreation fees
health coverage costs
dissertation or thesis typing fees
development or foundation fees
institution fees
alumni fees
other similar fees

Tuition and eligible fees are not payable when employees receive duplicate or comparable fees from another institution or agency, grant, scholarship, or Veterans' Education Benefit; voluntarily terminate employment prior to course completion; are terminated for cause prior to course completion; or have not received advance approval to participate in the advance tuition payment program.

**Payment Exceptions:** Payment normally is not made for a course which was previously paid for under this policy. However, some courses can be repeated but payment for them will require specified advance approval, in writing, from Vice President, Human Resources.

**Work Schedule Limitations:** Participation in the advance payment tuition program should not in any way interfere with the employee's ability to perform her or his job.

**Procedure***: To apply for advance payment tuition, an employee is required to meet with his or her manager and receive approval, complete the VNAHG Advance Payment Tuition Approval Form and VNAHG Instruction Checklist form (attaching all documentation required) for each semester.

The employee and his or her manager must sign completed forms and return to the Manager of Professional Practice. The employee's manager may include amplifying documentation in support of program or course approval.

* Those employees covered by a Collective Bargaining Agreement should refer to their respective contract.

4/12