

Dupont Hospital Tuition Reimbursement Procedures

Prior to the first day of class:

The attached application must be completed, and submitted to Administration prior to the start date of the class(es).

Team Member must provide all of the following information:

1. Complete the personal information requested.
2. Name of institution you are attending.
3. The type and amount of financial aid you are receiving, if applicable. List each grant, scholarship, or loan and the amount individually.
4. Explanation of what type of degree, diploma or certification you are working toward.
5. List of class(es) by course number and name with the total cost and credit hours of the class and lab, if applicable. Expenses eligible for reimbursement include tuition, books, fees, equipment and supplies used for and necessary to the course. If one of your classes is dropped, full or canceled and you are taking a different class, you must submit another application for the new class.
6. Indicate the start and anticipated completion dates of the class. Submit a separate application when the classes are not being taken over the same time period (i.e., one application for the first summer semester, a separate application for the second summer semester).
7. Explanation of how completion of the class(es) will benefit the team member's job career degree path.
8. Submit a copy of you fee statement and proof of registration for the class(es) listed on your reimbursement form. The fee statement should indicate the class number, the fee for each individual class, credit hours per class, and any applicable lab fee.
9. Fill out and sign the CHS Educational Assistance Agreement and return with application to administration. Executive Team will review and return all request to the team member with determination of education assistance based upon budget and allocation of funds.

After completion or cancellation of the class:

1. If you drop a class, the class is canceled, or you do not finish the class with a "C" or better, notify Human Resources in writing.
2. Submit a copy of your grades to Human Resources within thirty (30) days of completion of the class(es).

Tuition will be reimbursed on your paycheck per payroll processing deadlines.

Should you have any questions about the tuition reimbursement program, please contact Amy Smith at Dupont Hospital Human Resources – Monday - Thursday at 260-416-3014.