

Tuition Assistance

Frequently Asked Questions



1. What is Tuition Assistance? *Our vision at Vidant Health is to become the national model for rural health and wellness by creating a premier, trusted health care delivery and education system. Continuous learning is fundamental to achieving our vision. Tuition Assistance is one means of supporting Vidant team members desiring to continue their education through voluntary, off-the-job instruction and study at an accredited two or four year college or university in order to obtain a degree (Associates, Bachelors, Masters or Doctorate)*

2. Can all team members utilize Tuition Assistance? *No. You must be employed full-time or regular part-time (.50 FTE or above) with at least six months continuous employment. Regular part-time team members must be in the payroll system as a .50 or greater FTE at the time the application is submitted and at the time Tuition Assistance is processed. Any team member who falls below the .50 FTE prior to assistance being processed for payment will not be eligible for Tuition Assistance. Team members must also have:*

- A rating of Fulfills/Meets Expectations or higher on your most recent performance evaluation (manager/supervisor will verify via PeopleSoft).
- Be in good standing with no current disciplinary action (manager/supervisor will verify via PeopleSoft).
- Maintain a cumulative GPA of 2.5 or higher.

2. How long do I have to work before I am eligible to use Tuition Assistance? *Six months of continuous service before the starting date of classes.*

3. When do I submit my application; before or after I complete the classes? *Applications are due **before** you start the class. Applications can be entered up to the day before the class starts. Applications submitted after the class start date are late and are not eligible for reimbursement. Employee Self Service is accessible on and off campus 24/7 via VidantHealth.com, by clicking on “team members” at the bottom and then “Employee Self Service.”*

4. Can I attend any school I wish and receive Tuition Assistance? *No. The educational institution an eligible team member attends must be recognized by one of the Regional Accrediting Organizations. Team members can contact the Health Careers Office (phone number and/or email address) to assure the degree, major and coursework are eligible for Tuition Assistance. At completion of the courses, team members must still meet all eligibility standards to receive payment.*

5. Can I select any degree or course I wish to take and receive Tuition Assistance? *No. All degree and coursework must relate to the team member's current position or some future position within the health system. All coursework must be advancing the team member toward a degree (Associates/Bachelors/Masters/Doctorate). Only grades of a **C or above** will be eligible for Tuition Assistance.*

*The following courses are **not** eligible for funding through Tuition Assistance:*

- Refresher, review, specialty courses or classes you are retaking and have received reimbursement for in the last 24 months
- Courses dealing primarily with hobbies, recreation or other such activities
- Courses for certification, post-masters certifications, licensure or exam preparation for licensure

Team members can contact the Health Careers Office to assure the degree, major and coursework are eligible for Tuition Assistance at phone number and/or email address. At completion of the courses, team members must still meet all eligibility standards to receive payment.

6. Does Tuition Assistance cover a calendar year or an academic year? *Calendar year. In order to be compliant with IRS guidelines, Jan. 1 – Dec. 31 of each year.*

7. How much money can I receive per calendar year?

Degree	Full-Time Team members	Part-Time Team members
Associates	\$4,000	\$2,000
Bachelors	\$4,000	\$2,000
Graduate/Professional	\$5,000	\$2,500

8. Will I receive all the money in the same year that I finish the classes? Not necessarily. Maximum Tuition Assistance will be calculated based on a calendar year and not the academic year. If you attend a traditional school, the fall payment will be paid in the next calendar year and will count toward the maximum tuition assistance amounts allowable in the calendar year the payment is received. The actual date on the check determines the calendar year it is considered received.

9. How long is it before I will receive the money? Payments can take four to six weeks to process after all documents are submitted for payment. Money will be direct deposited. Payments cycle with the payroll process.

10. How long do I have to work for Vidant Health if I receive money through the Tuition Assistance Program? You must remain employed at Vidant Health 24 months from the date of the check. The program looks back 24 months from the termination date and prorates for time worked to determine the balance due.

11. What if my classes are in terms or modules and not semesters? You need to complete an application each time before the start date of the class. Each term/module/semester is a separate application. Do not put classes with different completion dates on one application.

12. What if I am not sure what classes I will be signed up for before the class start date? Team members who are not sure what course(s) they will actually be taking, should list course(s) they plan to take in order to meet this deadline. Altered schedules will need to be communicated with the Health Careers Department so corrections to the application can be completed as soon as classes are confirmed.

13. How do I submit my application? Applications are completed in [Employee Self Service](#). (Main Menu<Self Service<Employee Tuition Assistance). Under Tuition Assistance, you can complete the application online. (NOTE: You MUST utilize drop down boxes where indicated, enter full course title, enter course code of at least six characters and enter credit hours). Once you click SAVE, you have submitted the application, however, you can go back to "Find an Existing Value" to view or edit that application. Employee Self Service is accessible on and off campus 24/7 via the VidantHealth.com, by clicking on "team members" at the bottom and then "Employee Self Service."

Peoplesoft Human Resources

Uhs Tuition Admin

Employee Tuition Assistance

Empl ID: Home Grown: N Start Date: 02/22/1993
DeptID: Reg/Temp: R Rehire Date: 02/22/1993
Job Title: FTE: 1.000000 *Degree Seeking: ASSO Associates
*Major: Test Univ UHS Education Status Undergraduate
Session: FALL Module: *Date Class Starts: 11/20/2016
*School: Test Univ Application Date: 11/29/2016
School Year: 2016 Anticipated Graduation Date:

Course Title	Course Code	Credit Hours	Grade	Reimb Amount
TBD	TBD101	1.00		0.00

Attach/View Supporting Documents: Attachments

Group box

Eligible for Tuition Only Total Amount Reimbursed :
 Application Denied YTD Total (Paid between January 1 - December 31) :
Adjust YTD Balance

Reason Denied :
Approver Name :
Approval Date :
Actual Graduation Date :
Authorized Approver Comments: (4000 Characters allowed)

Last Perform Eval : Exceeds Expectations Last Disciplin Action : Date of action :
Initial Request or Pending Approval once saved

By Clicking this checkbox **TUITION ASSISTANCE PLAN DOC**
I affirm and acknowledge that I have read and understood the obligations associated with participation in the tuition assistance program and I agree to abide by those obligations, including but not limited to the service commitment. By submitting a tuition assistance request, I authorize any payment received to be deposited directly in the same primary account used for depositing my paycheck. By saving this application you are verifying that you have acknowledged and read the Tuition Policy agreement from the Tuition Assistance Plan Doc link

Save Return to Search Notify

14. How will I know if the application is approved or denied? *The entire application process can be tracked in Employee Self Service by logging in and viewing the status. Emails are also sent with a link to the application for approval/denials and completed processing.*

15. Does an approved application mean I am guaranteed payment? *No. An approved application only means the degree, major, school and classes meet the eligibility for the program.*

16. Do I need to call to verify you received my application? *No. Make sure you saved the application for submission. You should receive an email of approval or denial once it is reviewed. Please follow the application in Employee Self Service. If you do not receive an email or see an update in the application status within a week to 10 days, then contact the office.*

17. Is there a deadline for turning in my information once I complete the class? *Yes, you have 45 days from the completion of the class to upload your required documents.*

18. Once I complete the class what paperwork is required?

- *Your transcript that shows cumulative GPA and the grades for the courses for which you are seeking assistance. Courses submitted for assistance should be clearly marked if additional courses are included in the information. Transcripts need to identify student and name of the academic institution as part of the document. Handwritten information is not accepted.*
- *Detailed proof of payment for the courses for which you are seeking assistance. Detailed proof of payment requires a document that shows a breakdown of tuition, fees, payments etc. Do not send receipts, credit card payments, banking statements, etc.*

19. Do I have to show proof of my cumulative grade point average? *Yes. You must have a cumulative GPA of 2.5 or above to receive assistance.*

20. Do I have to submit an official transcript? *No, you can use an unofficial transcript so long as it identifies as your transcript by the institution and shows the institutions name. Transcripts with no name or school identified are not accepted. Name and institution cannot be handwritten or typed on the document.*

21. How do I submit my required paperwork? *To submit the required documents, return to the application in [Employee Self Service](#) and upload your documents via the **“Attach/View Supporting Documents”** link located under your courses. This is the preferred method of submission. Once you have uploaded your documents, select **“Submit for Payment”**.*

22. What do I do if I cannot upload the required documentation to the application in Employee Self Service? *If you do not have the ability to upload your information, you can send the required documents by faxing to 252-847-5684; Mail to Vidant Health Careers, PO Box 6028, Greenville, NC 27835; Inter-office mail to Vidant Health Careers, Attn: Tuition Assistance or hand deliver to the Health Careers Office. Note: this can cause a delay in processing as the documents will have to be uploaded in the system for processing and you will be notified to complete the process. Once the documents are uploaded, you will be notified by email to return to the application and submit for payment.*

23. How does my manager/supervisor verify my performance evaluation and disciplinary status for Tuition Assistance? *Once you upload your required documentation and select the **“Submit for payment”**, the application automatically routes to your manager/supervisor in PeopleSoft (Employee Self Service) to approve/deny your eligibility based on your performance evaluation being meets/fulfills and above and having no current disciplinary action. Once approved, the application will forward to the Health Careers Office for processing. If denied, you will receive notification via email.*

24. Do I need to call to verify you received my information? *No. Please follow the application in Employee Self Service. If you do not see an update in the application status within two weeks, please contact the Health Careers office.*

25. If you do not have all the information you need how will I know? *We will send you an email explaining what additional documentation is needed. Tuition Assistance requests are processed quicker when all the required documents are received at the same time.*

26. Who do I contact if I have additional questions? *Please contact the Health Careers Office at 816-5893 or HealthCareers@vidanthealth.com.*