

EDCOR TUITION REIMBURSEMENT BENEFIT



Saint Alphonse has partnered with Edcor to offer colleagues tuition assistance.

WHAT ARE THE REQUIREMENTS TO APPLY?

- Full-time or Part-time, benefits-eligible colleagues who are not on leave and have at least 180 continuous employment with no periods of PRN.
- Colleague may not already be utilizing an employer tuition benefit (i.e. Upfront Tuition Scholarship).
- Retention agreement for 12 months after last reimbursement date is required.

WHAT IS THE PROCESS?

Colleagues should apply other sources of assistance first and confirm the undergraduate, graduate, doctoral, professional or technical degree is from an accredited school or university. To begin the process, employees must:

- Submit an application for pre-approval AT LEAST 30 days prior to semester start and no earlier than 120 days prior to semester start.
- Upon notification of acceptance, regular, full-time, undergraduates can receive up to \$5,250 per year in reimbursement (part-time colleagues receive half).
- Graduate degrees may be eligible for more.
- Colleagues are eligible for tuition discounts at many institutions and must use "TRINITY HEALTH" as name of employer on all documentation.

WHAT CAN IT COVER?

Edcor Tuition Reimbursement may be used to pay for:

- Tuition
- Fees
- Books
- Equipment
- Shipping/sales tax

Please note: coverage does not include certifications, workshops, conferences or conventions, meals, lodging, room and board, late payment fees, parking, Wifi, or activity fees.

TO RECEIVE THE FUNDS:

Grades of "C" or above is required for undergrad and grades of "B" or above is required for graduate students. Reimbursement is processed after grades are final and proof of payment with passing grades are submitted within 60 days of course completion.

FALL SEMESTER: grades not submitted by cutoff date can still be submitted but funding will be taken out of the following year's allocation leaving less for the spring and fall semesters of that year.