



Tuition Assistance Program Summary

Please note: This is only a summary. Please see your Human Resources or Benefits Department for a copy of the program policy.

Yale New Haven Health System encourages eligible employees to obtain additional education on their own time in an accredited college, university, or an approved business or trade school. Most regular, benefits eligible, full- or part-time employees who have satisfied the six-month waiting period are eligible but restrictions apply.

In general, eligible courses must be at the college level (Associate's, Bachelor's, or Master's level). Fields of Study must be approved by your Human Resources Department. Courses not covered include, but are not limited to: those taken to maintain licensure or certification, workshops, seminars, CEUs and Conferences.

ADMINISTRATIVE PROCEDURE

- A. If you have not done so already, you must have your Field of Study approved. Please log onto Employee Self Service (ESS), then click on Employee Tools, then click on Tuition Reimbursement and then Field of Study. Complete the Field of Study form online and click "submit." An email will be sent to your Manager to approve/deny the request. If you have already completed and been approved for a Field of Study through ESS, you do not need to complete another one unless you change your Field of Study.
- B. All forms are available on the YNHHS Intranet or in the HR department.
- C. If a deferred payment letter is required, and your school accepts them, submit a *Tuition Reimbursement Request for Deferment Letter* form to Human Resources at least 10 calendar days prior to registration.
- D. Register for classes.
- E. After course completion:
 - 1. Submit a completed *Application for Tuition Reimbursement* form to Crosby Benefit Systems with the original grade report and the itemized bursar's receipt attached. Mail to Crosby Benefit Systems, PO Box 929125, Needham, MA 02492-9125 or fax to 617-928-0001 – see form for submission instructions.
 - 2. Reimbursement will be incorporated into the appropriate biweekly payroll cycle.
 - 3. If grades for Fall classes are submitted after the deadline of 10 days prior to the last pay check in December, reimbursement will occur in January and count toward that year's maximum plan benefit.

4. To receive reimbursement, grades for Spring courses must be submitted by the end of the current year and grades for Fall courses must be submitted by July 31 of the following year.
5. For Undergraduate courses, a grade of “C” or better or Pass for Pass/Fail is required for reimbursement (a grade of “C-” is not reimbursable). For Graduate courses, a grade of “B” or better or Pass for Pass/Fail is required for reimbursement (a grade of “B-” is not reimbursable).
6. The amount of reimbursement will be based upon the employee's status at the time of submission of tuition reimbursement. Status (for example, full-time or part-time) will be determined by the employee's benefits-eligible status as the time of submission for reimbursement.
7. Reimbursement will **not** be made if an employee has terminated. Employees must be active and on payroll at the time of reimbursement.

TUITION ASSISTANCE AMOUNTS

Amounts vary. Please contact your Human Resources/Benefits Department for reimbursement percentages and annual plan maximums.

ADDITIONAL INFORMATION

For further information, please contact your Human Resources/Benefits Department.