

REQUEST FOR TUITION REIMBURSEMENT INSTRUCTIONS

ELIGIBILITY:

All full-time and part-time Scripps employees are eligible for Tuition Reimbursement on their benefit-eligibility date (normally the first day of the month following 90-days of employment). Employees may only receive reimbursement for courses that begin after their benefit-eligibility date, and must be employed by Scripps at the beginning and end of the course.

TWO TYPES OF COURSES ARE REIMBURSABLE UNDER THIS POLICY:

- College Courses
- Continuing Education Courses (CEUs)

BENEFIT:

- \$1,500 per calendar year, \$1,000 of which may be used towards CEU courses
- 100% of tuition fees
- 100% of required textbook fees
- When applications are approved for college courses and continuing education courses within the same calendar year, the combined reimbursement for an employee may not exceed \$1,500 per calendar year.

REIMBURSABLE COURSES:

- Educational courses taken on the employee's own time, at a degree-granting or accredited institution, which are related to any position at Scripps (not necessarily your current position).
- General education courses required for a degree that is related to any position at Scripps
- BRN-approved alternative nursing programs.

INELIGIBLE COURSES/FEEES:

- Miscellaneous fees such as student union fees, parking fees, shipping & handling, sales tax on books, meals, and accommodations, etc.
- Exams or review classes for exams even if it provides CEUs.
- Any cost associated with Basic Life Support.

TIME FRAME:

Requests for tuition reimbursement must be received by Talent Development no later than 3 months after the last class session to be eligible for reimbursement.

PROCEDURE:

Employees must complete and submit the attached "Request for Tuition Reimbursement" form, and all required documentation, within three months of course completion. The manager's signature will indicate that the class is job-related and is necessary for tax purposes only. It does not imply approval of the course or reimbursement eligibility.

Email completed tuition reimbursement forms to Talent Development: developingtalent@scrippshealth.org

NOTE: Employees should keep original documentation for their records.

If you have questions or need more information, call Talent Development at (858) 435-7157 (tie line 315-7157).

REQUEST FOR TUITION REIMBURSEMENT

Tuition Reimbursement requests **MUST** be received by Talent Development within 3 MONTHS of completion of course.

This form must be completed in full. Incomplete forms will be returned. Submit this form with ALL of the following via email to Talent Development at developingtalent@scrippshealth.org

- 1 Copy of course description from catalog. Please do not send the entire catalog. If there are multiple courses on the page please highlight/circle the course you took.
- 2 A copy of itemized fees. We must have written evidence of what the course cost. Tuition Reimbursement only covers the cost of the course
- 3 A copy of proof of payment. This could be a receipt, a credit card statement, BOTH SIDES of a canceled check, or enrollment receipt. Without proof that you paid for the course we cannot reimburse you.
- 4 A copy of the official grade. If you took a college course you must provide a school transcript, online report, or official postcard from your instructor. If you took a CEU Course you must provide a certificate of course completion with the provider number AND number of contact hours.
- 5 A copy of the itemized textbook receipt AND documentation that the books were required. You must submit both. We cannot reimburse for cost of books without evidence that the books are required for the class. Please list the price of the textbook next to the name so that it can be easily cross checked with the receipt. We can only reimburse for textbook costs and not tax, shipping and handling, materials, notebooks, etc

We will **not** accept hard copies of tuition reimbursement forms effective March 1, 2013. All forms must be email to developingtalent@scrippshealth.org

NAME		CORPORATE ID NUMBER	DATE
CONTACT PHONE NUMBER	EMAIL ADDRESS	JOB TITLE	
DEPARTMENT	BUSINESS SITE	MAIL DROP	
HIRE DATE	COURSE START DATE	COURSE END DATE	
If you took a COLLEGE COURSE		If you took a CEU COURSE	
Total Tuition Cost _____		CEU Course Fee _____	
Cost of Required Books _____		Cost of Required Books _____	
TOTAL COST _____		TOTAL COST _____	
What is your degree? _____		Number of CEUS given _____	
Associates Undergraduate Graduate			
NAME OF COURSE			
NAME OF SCHOOL/PROVIDER			
TO BE COMPLETED BY YOUR MANAGER			
To be job related, a course must maintain or improve skills required for a job within Scripps, or be required by law as a condition of continuing employment in the employee's current job.			
Is this course required for the employee's current position? Yes No If yes, did the employee attend the course on paid time? Yes No			
Manager's Signature _____			Date _____
FOR TALENT DEVELOPMENT ONLY			
DATE APPROVED _____		AMOUNT APPROVED _____	