

Education Assistance Program

Frequently Asked Questions

You've shared that your professional development and career growth is important to you. We've listened, and developed a more comprehensive and enhanced Education Assistance Program to meet your needs and help you grow with us. As a ministry, we recognize having opportunities to continue your education is a part of your professional well-being and are committed to investing in your career progression.

Below are FAQs to provide you with more information and how to apply for our enhanced Education Assistance Program.

Program Overview

What is the Education Assistance Program?

The Education Assistance Program is designed to support our team members in pursuing opportunities to further their education. A few things you may notice that are different from past programs are:

- Expanded the assistance opportunity to include certifications, in addition to tuition, to further your education.
- One system-wide application, approval process and maximum allowance to align the experience regardless of their location.

What are the areas of assistance offered under the Education Assistance Program?

In the Education Assistance Program there are two areas of assistance available:

- Tuition Assistance
- Certification Assistance

What is the maximum reimbursement allowed under the enhanced program?

The maximum amount of reimbursement per academic year (August-July) is based on budgeted hours at the time of application.

Hours	Max Annual Allowance
0.8 FTE - 1.0 FTE	\$3,000.00
0.5 FTE - 0.799 FTE	\$1,500.00

Note: The number of approved for

team members reimbursement will be determined by FMOLHS based on the total education assistance budget, which is set in advance, for the fiscal year. In the event there are more team members requesting reimbursement than there are funds available, those budgeted funds will be distributed on a first received application basis. This means the first to apply and receive approval will be granted priority. Team members can check the



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status of their application online on the [Education Assistance platform](#) found on the [TeamLink Development page](#).

What are the eligibility requirements for the Education Assistance Program?

To be eligible for the Education Assistance Program team members must:

- Be an active FMOLHS team member who has maintained part-time (0.5 FTE – 0.799 FTE) or full-time employment (0.8 FTE -1.0 FTE) at FMOLHS for 12 continuous months prior to completing the application or beginning coursework or certification for which reimbursement is requested.
- Have a discussion with their supervisor regarding long-range goals and receive application approval.
- Maintain good standing at the academic institution during the semester in which they applied for education assistance.
- Be an active FMOLHS team member in a part-time or full-time position (0.50-1.0 FTE) at the time of reimbursement.
- Not have any written warnings under the Corrective Action Policy in the previous 12 months.
- Agree to reimburse FMOLHS if the team member does not work in an approved position with FMOLHS for a period of at least one year.

What if I am a Nurse Tech and work variable hours less than 0.50 FTE while I am in school?

FTE status requirements are waived for Nurse Technicians who have completed a full year of nursing school and successfully completed an internship or externship supported by the organization.

Requirements and Application Process

How do I apply for Education Assistance?

To apply, you must complete an application online on the Education Assistance platform found on the [Total Rewards My Growth and Development page](#).

How do I know if my application is approved or denied?

Once you submit an application, you will receive an immediate receipt of confirmation. You can find the status of your application within the online [Education Assistance platform](#). If your application is approved, you will not receive immediate communication. You will receive reminders to submit the required reimbursement documentation once you complete your coursework. Should your application be denied, you will receive an email from Human Resources or its designee which will include the reason for the denial.

What are the requirements to receive tuition assistance?

To receive tuition assistance:



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- Your course work must be received from an undergraduate or graduate degree at an accredited college or university or involve course work that will directly enhance your future skills in relation to continued employment at FMOLHS.
- You must receive a passing grade (credits earned) according to the institution attended.

What are the requirements to receive certification assistance?

To receive certification assistance:

- The certification course work or exam must be pertinent to or involve course work that will directly enhance your future skills in relation to continued employment at FMOLHS and must not be a requirement of the job or eligible for certification pay.
- You must pass the certification exam/course.

What certifications are eligible under this program?

Certifications that are issued by a nationally credentialed third-party institution with authoritative power over the given subject. This means certifications are considered eligible under this program if they are received from a credentialed source that is proven as a subject matter expert on the subject topic. This confirmation is often, but not always, provided by some form of external review, education, assessment, or audit.

Reimbursement Process

What is required to receive reimbursement under the Education Assistance Program?

- FMOLHS will reimburse tuition and certification costs for team members who meet the eligibility criteria and adhere to the approval process. Reimbursement will only be made upon completion of an approved course or certification unless your hourly rate is less than \$15 at the time of application.
- Team members earning less than \$15 per hour will be eligible for an advancement of funds following the completion of an approved application. In order to apply for advancement of funds, the team member must have completed any approved prior coursework with a passing grade. Team members will have an opportunity to request consideration on the application.
 - Team members must submit the following to the [Education Assistance platform](#) within 30 days of course completion or completion of certification exam.
 - Grades and itemized fee bill (indicating tuition paid) or copy of certificate and receipt of paid fees.
- After timely submission of all required documents above, the reimbursement will be processed and included on team member's bi-weekly paycheck as soon as possible but will not exceed 60 days.

How much can I get reimbursed for a passing grade or certification exam?

Team members are eligible to be reimbursed 100% of eligible tuition and certification costs up to the maximum reimbursement allowed under the policy.



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What costs are eligible and not eligible for reimbursement?

Eligible for reimbursement: Tuition, university fees, registration fees, parking fees, certification coursework and certification exam.

Not eligible for reimbursement: Meals, lodging, transportation, tools or supplies that you can keep after completing the course of instruction.

What happens if I receive other financial aid towards my tuition or certification costs?

If you receive any non-reimbursable funds from any other source (i.e. scholarships, grants, etc.), the amount of those funds will be deducted from the gross tuition expense before the reimbursement formula is applied (loans are not deducted).

Do I have to repay any education assistance reimbursed by FMOLHS?

Team members do not have to repay any education costs reimbursed by FMOLHS **unless one of the following occurs within one year of receiving Education Assistance:**

- Team member terminates employment (voluntarily)
- Team member reduces his/her hours to less than 40 hours per pay period
- Team member transfers to a PRN status

What is FMOLHS' repayment process?

Please refer to the FMOLHS Education Assistance Program Policy (HR.06.008) for more information on the repayment process. Failure to repay any amounts owed upon demand will result in loss of eligibility for any future education assistance and may result in further collection efforts.

What are the tax implications of receiving reimbursement under FMOLHS Education Assistance Program?

Benefits provided under the Program are intended to comply with the requirements of Internal Revenue Code Section 127 and will be treated as nontaxable to the maximum extent allowed thereunder. In addition, other provisions of the Internal Revenue Code may apply to the FMOLHS Education Assistance policy and/or another FMOLHS policy, program, or practice. Team members participating in the Educational Assistance Program should consult their tax advisor concerning implications of the Program.

Where to Get More Information

Who should I contact if I have questions about the Education Assistance Program?

Login to the [Education Assistance Platform](#) using the single sign on option (login with Azure) and contact your dedicated education advisor via chat, email, or phone call.

For more information about the Education Assistance Platform, Wiley Beyond, [click here for team members FAQs](#).



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For other questions, contact AskHR at AskHR@fmoths.org or call (833) 482-7547.

