



FREQUENTLY ASKED QUESTIONS

Will I be reimbursed for books and supplies?

No, tuition reimbursement is strictly for tuition and required fees.

How will I be reimbursed?

Reimbursement is processed through the payroll process for taxes to be withheld.

May I apply for the East Alabama Health Scholarship Loan Program if I get accepted into a professional program?

Yes, tuition reimbursement does not disqualify you from applying for the Scholarship Loan Program.

How many times can I apply for tuition reimbursement?

There is no limit on the number of times you may apply as long as the total reimbursement does not exceed \$10,000 per fiscal year for full-time employees and \$5,000 per year for part-time employees.

East Alabama Health 

For more information, please contact:

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TUITION REIMBURSEMENT PROGRAM

Revised and Effective Fall 2023

East Alabama Health's Tuition Reimbursement Program is designed to further develop employees in their careers while helping with the cost of college tuition.

East Alabama Health 

FALL SEMESTER

Application Due Date

FIRST FRIDAY IN JUNE

Notification of Approval

NO LATER THAN JUNE 30

Reimbursement is processed upon receipt of grades and school invoice indicating classes and payment.

SPRING SEMESTER

Application Due Date

FIRST FRIDAY IN NOVEMBER

Notification of Approval

NO LATER THAN NOVEMBER 30

Reimbursement is processed upon receipt of grades and school invoice indicating classes and payment.

SUMMER SEMESTER

Application Due Date

FIRST FRIDAY IN APRIL

Notification of Approval

NO LATER THAN APRIL 30

Reimbursement is processed upon receipt of grades and school invoice indicating classes and payment.



ELIGIBILITY

EMPLOYMENT – The student must have one year of full or part-time service with East Alabama Health. If part-time, the student must work a 0.4 FTE and at least 32 hours per pay period.

RELEVANCE – The course taken must benefit the employee in their current position or help them prepare for a future healthcare career.

GRADE EARNED – The student must pass the course with at least a C grade. The level of reimbursement correlates to the grade earned.

A Grade = 100% reimbursement

B Grade = 75% reimbursement

C Grade = 50% reimbursement

TERMS OF REIMBURSEMENT

The reimbursement limit is \$10,000 per fiscal year (October-September) for full-time employees and \$5,000 per fiscal year for part-time employees.

Only tuition and required fees will be reimbursed. The cost of books and supplies are not reimbursed.

The student is required to work at East Alabama Health for at least one year after completing the course.

Taxes will be withheld from reimbursement.