

#### 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:

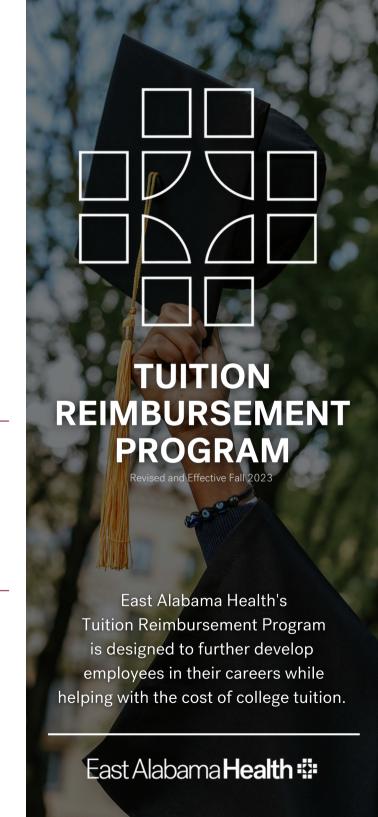
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### **FALL SEMESTER**

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 APRII

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.

