

## **REHABILITATION HOSPITAL OF FORT WAYNE TUITION REIMBURSEMENT / EDUCATIONAL ASSISTANCE PROCEDURES**

Prior to the first day of class:

The attached application must be completed, signed by your supervisor/department manager and submitted to Human Resources prior to the start date of the class(es).

Associates must provide all of the following information:

1. Complete the personal information requested.
2. Name of institution you are attending.
3. The type and amount of financial aid you are receiving, if applicable. List each grant, scholarship, or loan and the amount individually.
4. Explanation of what type of degree, diploma or certification you are working toward.
5. List of class(es) by course number and name with the total cost of the class and lab, if applicable. Do not include parking fees, student fees, activity fees, books, etc. as part of your tuition. You will be reimbursed for tuition and lab fees only. If one of your classes is dropped, full, or canceled and you are taking a different class, you must submit another application for the new class.
6. Indicate the start and anticipated completion dates of the class. Submit a separate application when the classes are not being taken over the same time period (i.e., one application for the first summer semester, a separate application for the second summer semester).
7. Explanation of how completion of the class(es) will benefit the Rehabilitation Hospital of Fort Wayne.

After completion or cancellation of the class:

1. If you drop a class, the class is canceled, or you do not finish the class with a "C" or better, notify Human Resources in writing.
2. Submit a copy of your grades and a copy of your fee statement to Human Resources within thirty (30) days of completion of the class. The fee statement should indicate the class number, the fee for each individual class, and any applicable lab fee. (Note: If available, you may wish to submit the fee statement with your application prior to start date of class.)

Tuition will be reimbursed on your paycheck. Tuition reimbursement is tax exempt.

Should you have any questions about the tuition reimbursement / educational assistance program, please contact Deborah Giardina at Rehabilitation Hospital Human Resources - 260-435-6142.