Tuition Assistance Overview

Program Overview

Cedars-Sinai's Tuition Assistance Program provides employees with an opportunity to learn new skills and acquire knowledge and abilities that will contribute to the overall quality of service provided.

Three Options for Tuition Assistance

1. **Critical Pipeline Tuition Loan**
2. **Educational Reimbursements**
3. **Tuition Loans**

Eligibility

- Work a minimum of 20 hours a week.
- Employed by Cedars-Sinai for at least one year.
- Received a performance rating of at least "meets "on your most recent Performance Appraisal and has consistently maintained acceptable performance as deemed by your direct manager.

   NOTE: The following are examples of positions not eligible: per diem staff, temporary employees, travelers, contractors, residents, volunteers

How to Apply

Submit your application and related paperwork through the Tuition Assistance website, http://tuition.csmc.edu/ The website will guide you through the online process.

Help and Support

If you have questions, please call the Tuition Assistance Program Line at 1-855-395-8740 from 5 a.m. to 5 p.m. PT.

Guidelines	Critical Pipeline Loan	Tuition Loan	Reimbursement
Option Description	Tuition loans up to $5,250 for specific degree programs at approved, accredited schools identified by the organization. These generally are for programs in strategic areas or where labor shortages occur. This higher amount is subject to additional advance approval.	Tuition loan for approved formal certificate or degree programs including prerequisites for approved degree programs.	Reimbursement for fees to attend a job-related seminar, workshop, conference, individual course, or other training program.
Maximum Benefit	Up to $5,250 per calendar year.	Up to $2,000 per calendar year or a maximum of $2,600 if combining reimbursement funds for the program.	Up to $600 per calendar year.
Type of Education *Note: For a complete list of approved schools and degree courses, please refer to the Tuition Assistance website, http://tuition.csmc.edu/	**Bachelor's degrees:** Nursing (BSN), Chemistry, Medical Technology, Science **Masters Degrees:** Nursing (MSN), Occupational Therapy, Speech Pathology, Physical Therapy **Doctorate:** Physical Therapy	• Certificate Programs • Pre-requisite for Approved Programs • Associate's Degrees • Bachelor's Degrees • Master's Degrees • Doctorate (Ph.D.)	• Job-Related Seminar • Workshop Conference • Course • Other Training Program • New Certification Exam Fees • Recertification for Certificate Programs
When to Submit	**Submit <u>BEFORE</u> you start classes** or within 30 days of the term start date.	**Submit <u>BEFORE</u> you start classes** or within 30 days of the term start date.	**Submit <u>AFTER</u> attending the class.** Must be submitted within 60 days of course completion.
Required information to Submit Application	• School student ID • School name and location • Degree type • Major (course of study) • Expected graduation date • Term start and end date • Course number, name and credit hours • Cost of tuition, registration costs, book costs • Advance approval from the appropriate department approver **if you are not currently employed in that department**	• School student ID • School name and location • Degree type • Major (course of study) • Expected graduation date • Term start and end date • Course number, name & credit hours • Cost of tuition, registration costs, book costs	• Program type • Certification or program course name • Credentialing/sponsoring center name • Start and end date • Total cost of tuition and certification exam fees
Documentation required to UPLOAD when requesting payment	• Written endorsement from the appropriate department approver if you are not currently employed in that department. • Proof of enrollment for each course • Receipt of tuition payment (if payment is requested to go to you). • OR Invoice of tuition amount due (if payment is requested to go directly to the school).	• Proof of enrollment to each course • Receipt of tuition payment (if payment is requested to go to you). • OR Invoice of tuition amount due (if payment is requested to go directly to the organization / school).	• Proof of course completion. Use prompt 'pass' for the grade if a grade is not provided. • Proof of payment.
Additional Information	For loans only: Books reimbursed at $35/unit (included within maximum loan amount). Loans are forgiven for those who are employed 12 months after the end of the semester for which loan assistance was provided. The full amount must be repaid if the beneficiary ceases employment within 12 months of receiving the Tuition Assistance.		

Online Tuition Assistance

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Frequently Asked Questions for Applicants

1. **What is the Tuition Assistance Program?**

   Our Tuition Assistance Program helps employees pay for job-related seminars, workshops and college classes.

   There are three types of Tuition Assistance:
   - **Reimbursements:** for job-related classes, workshops, seminars and conferences, as well as certification courses.
   - **Loans:** for a formal certificate or college degree programs.
   - **Critical Pipeline Loans:** for programs that help Cedars-Sinai meet its need for critical pipeline positions, such as nursing (BSN or MSN), occupational therapy, speech pathology, physical therapy, biochemistry, and medical technology.

2. **Who is eligible?**

   Eligible employees are those in good standing who have been employed at Cedars-Sinai for at least 12 months and who work at least 20 hours per week. Applicants must have received a performance appraisal of at least "Meets Expectations" on their most recent performance appraisal.

3. **What types of courses are eligible for Tuition Loans?**

   Tuition Loans are intended for formal, approved certificates or college degree programs (i.e. Bachelors, Masters, or Ph.D.). The benefit limit is $2,000 per calendar year.

4. **What types of courses are eligible for Tuition Reimbursements?**

   Tuition Reimbursements are intended for job-related seminars, workshop conferences, courses, and new certification exam fees will be eligible for a maximum reimbursement of $600 per calendar year. However, subsequent annual certification processing fees for the same certification or membership in professional organizations will **not** be reimbursed.

5. **What types of courses are eligible for Critical Pipeline Tuition Loans?**

   The Critical Pipeline loans are for loans up to $5,250 per calendar year for specific degree programs at approved, accredited schools identified by the organization. These generally are for programs in strategic areas or where labor shortages occur, such as nursing (BSN or MSN), occupational therapy, speech pathology, physical therapy, biochemistry, and medical technology.

6. **Where can I view the Tuition Assistance policy?**

   The Cedars-Sinai Tuition Assistance Policy is located on the program's website under the "Program and Contact Information" tab or on the Policy and Procedure Manager Intranet page.

7. **What should I do before applying for tuition assistance?**

   Before applying for tuition assistance, you should:

   1. **Confirm the program is eligible.** Confirm that the certificate or degree program you are interested in is approved by reviewing the list of eligible schools/programs on the Tuition Assistance website or by calling the program Line at 1-855-395-8740.

   2. **Speak with your manager about your education goals.** Managers are responsible for assessing the match of the organizational need to the skill the employee wants to develop. Programs that are not strategically aligned are not eligible for Tuition Assistance.

8. **How do I apply for tuition assistance?**

   Step 1: Go to http://tuition.csmc.edu and follow the instructions. Applicants may log in using their Cedars-Sinai user ID and password.
   - The applicant's manager will receive an email requesting approval for each application.
   - If approved, the applicant will receive an email requesting additional supporting documentation.

   Step 2: If approved, the applicant can request reimbursement or direct payment to the institution by **providing proof of enrollment and fees**.

   Reminder: Tuition loan applications must be received within 30 days of the course start date. Tuition reimbursement applications must be submitted and approved within 60 days of course completion

9. **Where can I access the Tuition Assistance website?**

   You can access Tuition Assistance website from any computer with Internet access, whether at work or away from work. Employees who do not have access to a computer may reserve a computer from the Cedars-Sinai Medical Library by calling 310-423-3751 or though Organization Development by calling 310-423-4834.

10. **What documentation is required?**

    To complete your online application, you will need:
    - School student ID
    - School name and location
    - Degree type
    - Major (course of study)
    - Expected graduation date
    - Term start and end date
    - Course number, name and credit hours
    - Cost of tuition, course fees, books

11. **How will I know if my application is approved?**

    You will receive an email notifying you of your manager's decision.

12. **Can I track the status of my application?**

    You may track the status of your application online at trackmystatus.com.

    To access the site, you will need the 16-digit tracking number assigned to your application. If you need additional assistance, you can call Cedars-Sinai's Tuition Assistance Line at 1-855-395-8740.

13. **Is there a deadline for submitting a Tuition Assistance application?**

    Tuition loan applications must be received within 30 days of the course start date. You can submit your application before the class starts.

    Tuition reimbursement applications must be received within 60 days of course completion.

14. **Is there a maximum number of courses I can submit for on one application?**

    Yes. The maximum number of courses an applicant can submit for on one application is (4) four. Any additional courses will need to be applied for on a separate application.

15. **Is there a maximum amount of money I can request in one year?**

    Yes. Payment for tuition and fees will not exceed $5,250.00 per employee.

16. **One my application is approved, how long will it take to be reimbursed?**

Payment for tuition reimbursement will only be made after the employee provides proof of enrollment and fees paid.

It's important to remember that tuition loan <u>limit adjustments occur at the start of each term or class</u>, not on the date an application is submitted. Applicants are asked to monitor their requested funds if they intend to submit more than one application or apply for multiple courses throughout the year.

17. **Will I need to submit my grades?**

Yes. Grades will be tracked on a per course basis, not an average. You must submit your report card/transcript with grades received and an itemized receipt by using the payment request/grade submission form provided as the coversheet.

Your coversheet can be found in two areas on the tuition website:
- From the Home page under the "Actions Needed" tab, click on the appropriate 16-digit tracking number link, *or*
- From the Application Status page, you can select to "View" the application or use the "Request Payment" quick link icon.
- If you need help, select "Need Help?"

Grades and receipts should indicate your name and either appear on the school letterhead or from a screenshot/printout clearly listing the school's URL. We suggest uploading these documents directly through the tuition website or, alternatively, these documents can be faxed to 248-283-8723, using the coversheet generated on the website.

18. **How do I minimize the chance of rejected documentation?**

Follow a few simple suggestions regarding document submission:

- Be sure to use the proper payment request/grade submission form as the coversheet.
- Upload/fax all documentation in one package.
- Upload/fax dark, clean copies of materials
- Upload/fax documents in portrait (8.5" wide x 11" long) format

19. **Is there a deadline for submission of my payment request?**

Yes. For tuition loans, the deadline to request payment is 30 days after the start of the class. For tuition reimbursement, payment requests and appropriate grade documentation must be submitted within 60 days of course completion.

Visit trackmystatus.com anytime to check the status of your tuition reimbursement request.

20. **What expenses are covered?**

Cedars-Sinai will cover the following expenses only: registration fees, tuition, and books.

<u>All other fees will not be covered</u>. The following expenses are <u>not</u> eligible:

- Subsequent annual certification processing fees;
- Membership in professional organizations; or
- Other supplies or charges, such as Tech/Lab fees or parking costs.

Duplicate tuition costs for classes that are repeated and have, at any time, been compensated for under the program are <u>not</u> reimbursable.

21. **Who should I contact if I have more questions?**

Cedars-Sinai's Tuition Assistance program line (1-855-395-8740) is available to answer your questions from 5 a.m. – 5 p.m., Monday – Friday.