

Q1: Who is eligible?

A: Employees who are A1, A2, A3, or A5 and have been employed for at least 6 months.
(*This information can be found under HR policy HR-Tuition Reimbursement on Click*)

Q2: What classes or programs qualify?

A: Classes toward a degree or certification program that is directly related to your current position or a position you can be promoted to within Carle. All classes must be taken at an accredited school for college credit. Continuing education and vocational credit does NOT qualify.

Q3: Does General Studies qualify?

A: Only if the employee can provide documentation that General Studies is required in order to transfer to a qualifying program at another school (i.e. General Studies at Parkland to transfer to Psychology at Eastern Illinois University).

Q4: Does the tuition reimbursement cover anything besides tuition?

A: Yes, it covers fees necessary to take classes with the exception of late fees, book fees, health insurance/medical fees, parking fees, graduation fees etc. For a detailed list please go to [My Care Compass](#).

Q5: Are certification tests, annual renewal fees, or licensing fees covered?

A: No, employees may check with their department manager to see if this is a budgeted expense that can be paid from the employee's department cost center.

Q6: Are pre-requisites covered?

A: Yes, employees should specify the program/major requiring this pre-req (i.e. Statistics, pre-req for RN program)

Q7: How do I know if my school is accredited?

A: The list of accredited schools can be found at <http://www2.ed.gov/admins/finaid/accred/index.html>.

Q8: Can a manager or director deny a tuition request?

A: No, managers and directors are required to sign the request to acknowledge that their employee is attending school for the purpose of budgeting education expenses. If a manager or director has questions about whether an employee is eligible or not, they should contact the Human Resources at myhr.helpdesk@carle.com or 217-902-5300.

Q9: When can employees request tuition reimbursement?

A: Employees are to submit their tuition reimbursement request after the classes have been completed and a passing grade has been awarded.

Q10: How long does it take to process tuition requests?

A: Per the policy, it can take up to 4 weeks to process and receive the disbursement.

Q11: Can employees take time off for class or change their work schedule according to their class schedule?

A: Course attendance will normal occur outside regular working hours. Department directors/manager may approve request for attendance during working hours and schedule the employee's hours around the class provided that the operational needs of the department are met.

Q12: What is the process for requesting tuition reimbursement?

A: The employee will fill out the tuition reimbursement request on Lawson Self Service. Click on My Benefits, Other Benefits and then Tuition Reimbursement.

Q13: What are the circumstances that would cause an employee to have to repay the reimbursement that they received?

A: Termination. Employees will be billed for the prorated amount if they did not fulfill their work commitment. A 5% interest fee will be added to the repayment amount as a penalty.

Q15: What are the maximum amounts for reimbursement?

A: Employees (A1, A2, A3) - \$5250 per calendar year for team members pursuing Nursing Degrees (LPN, ADN, BSN, MSN, APN, CRNA) and any Methodist College degrees; Employees (A5) - \$2625 per calendar year for team members pursuing Nursing Degrees (LPN, ADN, BSN, MSN, APN, CRNA) and any Methodist College Degrees.

Employees (A1, A2, A3) - \$4000 per calendar year for team members pursuing any Clinical Degrees (ie. Surgical Technology, Radiology Technologist, Therapy, EMT, Paramedic, Medical Assistant, Respiratory Therapy, etc.);

Employees (A5) - \$2000 per year for team members pursuing Clinical Degrees (ie. Surgical Technology, Radiology Technologist, Therapy, EMT, Paramedic, Medical Assistant, Respiratory Therapy, etc.).

Employees (A1, A2, A3) - \$2000 per calendar year for team members pursuing other Degrees (Business Related, Information Technology, etc.); Employees (A5) - \$1000 per calendar for team members pursuing other Degrees (Business Related, Information Technology, etc.)

Q16: What is the calendar year time frame?

A: January 1st through December 31st.

Q17: Can employees rollover tuition reimbursement from one calendar year to the next if they do not use the maximum allowed in a certain calendar year?

A: No, employees will be eligible for the maximum amount depending on their employment status/program January 1st.

Q18: What is the work commitment associated with tuition reimbursement and when does it begin?

A: Employees have a 12 month work commitment that starts at the end date of the class or semester each time tuition reimbursement is received.

Q19: If an employee does not meet the requirements of the tuition program and has to repay, how will they be notified and how will they set up a repayment plan?

A: If an employee terminated employment before fulfilling their work commitment, they will be billed at home and can either make a lump sum payment or call the Benefits Office at 217-902-5300, or send an email to myhr.helpdesk@carle.com, to set up a payment plan.

Q20: If an employee is receiving money from an outside source, how much tuition reimbursement can they receive?

A: Reimbursement to a team member receiving financial aid from any other source for tuition is limited to the difference of the amount allowed under the policy less the amount of other financial aid received.

(Example: If someone has a \$3,000 tuition bill but \$5,000 in financial aid, they would not be eligible for Tuition reimbursement. Similarly, if someone had a \$3,000 tuition bill and \$2,000 in financial aid, the team member would only be eligible for \$1,000).

3. Pell Grants, Map Grants, and Scholarship amounts received will also be deducted from the total tuition reimbursement that is applicable to be paid out.

Q21: Is the tuition reimbursement a taxable benefit?

A: IRS only requires reimbursement that exceeds disbursement of \$5,250 in a calendar year to be taxed.

Q22: How do employees obtain their tuition check?

A: Employees will receive their tuition disbursement in the same method as they are receiving their payroll check.

Q23: Does Carle pay the school directly?

A: No, Carle will mail disburse payment directly to the employee.