Tuition Assistance Overview

BJC has a tuition assistance program that provides financial assistance for employees who want to continue to increase their knowledge and skills or advance their careers within the organization through a degree or certification program.

This overview contains highlights of the BJC Tuition Assistance Program. For more complete information, refer to HR Policy 4.11 Tuition Assistance on myBJCnet (login required). If you have questions, please contact the Employee Service Center at 314-362-2184 or (toll-free) 855-362-2184 or Employee_Service_Center@bjc.org.

Eligibility

To be eligible for the tuition assistance, you must be employed with BJC part-time (24 hours or more per week) or full-time (35 hours or more per week). Residents, Fellows, Interns, PRNs and temporary employees are not eligible for this program. Three tuition assistance plans are available.

For each program:

• You must complete a tuition application online within 60 days from the start date of your class up to the first day of class.

• You must remain in an eligible job at BJC throughout the course.

• Reimbursement will cease if you leave BJC.

Tuition Assistance Plan options

Option 1: Tuition Reimbursement Plan

The Tuition Reimbursement Plan applies towards a degree relating to an employee’s present job or career path. This plan also covers adult basic education courses you need to prepare for a college or university program, and some exam fees for specialty certification or recertification required for your position.

• You pay for the approved course at an approved accredited college or university.

• Within 60 days of completion of your class, you must submit the grades, itemized billing statement and book receipts to MyTuitionDocuments@bjc.org.

  o For a Certification/Re-Certification, the employee will submit proof of payment and passing of the certification.

  o Failure to do this within 60 days after your class ends may result in not receiving tuition reimbursement payout.

Option 2: BILD Academic Partnerships (cohorts)

The BJC Institute for Learning and Development (BILD) plan has academic partnerships with local colleges and universities identified as the Cohort plan. This plan is for a degree relating to an employee’s present job or career
path. This plan also covers adult basic education courses you need to prepare for a college or university program, and some exam fees for specialty certification or recertification required for your position.

- BJC pays the full amount of tuition and some required fees for approved course work directly to the school on behalf of you. Required books must be purchased by you.

- Within 60 days of completion of your class you must submit your grades and book receipts to MyTuitionDocuments@bjc.org.
  - Failure to do this within 60 days after your class ends may result in you receiving an invoice from BILD for payment of your classes.

**Option 3: Goldfarb plan**

The Goldfarb plan allows nursing students enrolled in Goldfarb School of Nursing to apply for a degree relating to an employee’s present job or career path.

- BJC pays the full amount of tuition and some required fees for approved course work directly to Goldfarb School of Nursing, on behalf of you.

- Within 60 days of completion of your class you must submit your grades and book receipts to MyTuitionDocuments@bjc.org.
  - Failure to do this within 60 days after your class ends may result in you receiving an invoice from Goldfarb School of Nursing.

**How to apply for tuition assistance**

To apply for any of BJC’s tuition assistance programs, you must complete an “Application for Tuition Assistance.” To obtain and complete an application, follow the instructions below:

- Select the myBJCnet tab on the BJCnet home page (login required)
- Click on myBenefits and select the Tuition Assistance Application
- Click ‘Add’ (this will open your application and begin the process)

Courses must be approved by BJC in advance, to ensure you will receive reimbursement. An approved application does not guarantee reimbursement.

**How to receive reimbursement**

To receive reimbursement, you must submit your request within 60 days of the class end date to MyTuitionDocuments@bjc.org. Your request must include:

- Your grade(s)
- Receipts from purchase of book(s)
- The itemized billing statement that indicates the cost of your class(s).

**Note:** BILD cohort students and students attending Goldfarb School of Nursing do not need to turn in a tuition itemized billing statement.
An acknowledgment email will be sent to you from MyTuitionDocuments@bjc.org when BJC receives your request for reimbursement and documentation (e.g. grades, receipts).

- Once approved, the reimbursement will appear on your paycheck within 1 - 2 pay periods (for those not in a BILD Cohort or attending Goldfarb School of Nursing).

**How to request a school, certification or major be added to BJC’s Tuition Database**

While at work or when using the DUO security access:

- Select the myBJCnet tab on the BJCnet home page
- Log on using your BJC network ID and password
- Click on myBenefits > Tuition Assistance Application link > Add
- Locate the links within the page for “Request a new School” or “Request a new Certification” or “Request a new Major”. Enter the required information and then click “Submit”.

**Exiting BJC**

When an employee voluntarily leaves BJC within twelve (12) months following completion of the course(s), he/she will be required to repay the full reimbursed amount. These amounts are not pro-rated. BJC will send a letter indicating the amount owed. If payment is not received within 90 days of the date on the letter, BJC will submit the amount owed to an outside collection agency. The collection agency will require payment, along with a required service fee. If proper action is not taken there may be impact to the employee’s credit report.

If you miss the reimbursement submission deadline you **will not** be reimbursed for the class(s) you completed.

**Note:** If there is any difference between the highlights provided here and the official BJC policies, the policies will be followed in all cases.