Common questions about BJC tuition assistance benefit

BJC offers financial assistance to team members for approved educational courses that will help enhance job-related knowledge and skills and help team members advance their careers at BJC. This benefit reimburses up to $4,500 of eligible expenses per calendar year for eligible full-time employees and up to $2,250 per calendar year for eligible part-time employees. Reimbursement includes tuition, required books and some fees not typically reimbursed by other sources.

For more Information, see the tuition assistance overview on BJC’s Total Rewards website and the tuition assistance policy 4.11 available in the “Benefits” folder under our Policies on myBJCnet (network login required).

Q. Who is eligible for tuition assistance?
A. To be eligible for tuition assistance, you must be employed with BJC in a part-time (24 hours or more per week) or full-time (35 hours or more per week) status. Eligibility begins on your first day of employment with BJC. Interns, residents, PRNs and temporary employees are not eligible.

Q. What types of assistance are available?
A. Two types of assistance are available through BJC: 1) The Tuition Reimbursement Plan for coursework or degrees relating to an employee’s present job or reasonable career path. The 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. 2) The BJC Institute for Learning and Development (BILD) has academic partnerships with local colleges and universities to which BJC makes available tuition funds up to $4,500 per year for eligible full-time employees and $2,250 per year for eligible part-time employees.

Q. How do I apply for tuition assistance?
A. You must complete the tuition assistance application 60 days before the start of your class up to the day your class starts. You may add multiple classes to your application when the start date and end date are identical. The tuition assistance application form is available on myBJCnet under myBenefits.

Q. How can I check the status of my application?
A. Go to myBJCnet (login required), click on myBenefits > Tuition Assistance Application > View > Review Course Detail.

Q. What expenses are reimbursable?
A. Reimbursable expenses include tuition, required books and some fees, such as exam fees for specialty certifications or re-certifications. Courses must be approved by BJC in advance to ensure reimbursement. The reimbursement amount is based on the employee’s employment status at the time of course completion.
Q. What if I enroll in a BILD (BJC Institute for Learning and Development) Cohort/Goldfarb course but drop the course after the drop deadline?
A. If you drop the course after the drop deadline, you may be required to pay back any monies BJC has paid in advance to the university, school or certified body on your behalf. If you fail to successfully complete the course but decide to retake it, you will need to contact the BILD Cohort or Goldfarb to discuss your next steps.

Q. How do I submit expenses for reimbursement?
A. 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), the itemized billing statement that indicates the cost of your class, receipts from purchase of book(s). All information sent to MyTuitionDocuments@bjc.org must also include the following:

- Your full name on the documents
- The name of your university, school or certifying body on the documents
- The name of each class or certification that you have completed
- The name of the book(s) that you are requesting to be reimbursed

Note: When you are sending the document, please ensure that it is a pdf or a picture of the document (i.e., not able to be typed into/modified once sent). BILD cohort students and students attending Goldfarb School of Nursing do not need to turn in a tuition invoice. You will still need to submit your grade to MyTuitionDocuments@bjc.org. Please refer to guidelines of your cohort program.

Q. What happens after I submit my reimbursement?
A. 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 one to two pay periods. If accurate information is not received by the Employee Service Center, payout to you or Goldfarb School of Nursing will likely be delayed.

Q. How and when do I apply for a Certification/Re-Certification?
A. To apply for the Certification/Re-Certification benefit, the employee must complete an “Application for Assistance” between the first day in which a certification/re-certification exam is held and 60 days prior to the start date of the exam. Employees who apply less than 30 days prior to the beginning of the exam start date/payment due date may not know whether their application has been approved or denied prior to the start of the exam. An application will be denied if it is not submitted on the first day of the exam or up to 60 days prior to the exam date.

Q. Are classes and books covered toward a Certification/Re-Certification?
A. No, classes and books are typically not covered toward a Certification/Re-Certification.

Q. Who can I contact if I have questions about tuition assistance?
A. You may email Tuition@bjc.org or Employee_Service_Center@bjc.org. You may also call the Employee Service Center at 855-362-2184, 7:30 a.m.-4:30 p.m., Monday-Friday.