Tuition Assistance Overview

The BJC Tuition Assistance Program provides financial assistance to employees who desire to advance their career within BJC, as well as encourage employees to enter professions in high demand in the health care industry.

This overview contains highlights of the BJC Tuition Assistance Program. Details can be found in HR Policy 4.11 Tuition Assistance.

Eligibility

- Tuition assistance is available to eligible BJC employees on their first day of work
- Regular full-time employees working 35 hours or more per week
- Regular part-time employees working 24 hours or more per week
- Note: excluded from eligibility are interns, PRN and temporary employees

Two Tuition Assistance Options

- Tuition Reimbursement plan
- BJC Institute for Learning and Development (BILD) academic partnerships

**Option 1: Tuition Reimbursement Plan Features**

Tuition reimbursement will be provided for:

- Coursework or degrees relating to your present job or reasonable career path
- Post-high school adult education course(s) necessary to prepare you for entry into a college or university program
- Coverage of exam fees for specialty certification and/or recertification required for your position

Program reimburses tuition, required books and fees not typically reimbursed by other sources.

Program 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.

Classes must be approved in advance by BJC to ensure reimbursement.

Courses taken by telecourse, Internet and correspondence courses may be eligible for tuition reimbursement if they are taken through an accredited university. Supervisor approval will be necessary before beginning course.

Employee must remain in eligible position throughout the course. Reimbursement will cease if the employee leaves BJC.

**Option 2: BILD Academic Partnerships (cohorts) Features**

BILD has created academic partnerships with local colleges and universities to assist employees with furthering their education.

Tuition monies will be made available up to $4,500 per calendar year for regular full-time employees and $2,250 per calendar year for regular part-time employees. Employee’s status on the first day of the course determines eligibility.
BJC pays the full amount of tuition and required fees for approved course work directly to the school on behalf of the employee. Required books must be purchased by the employee. To receive reimbursement for books, the employee must present an itemized receipt, proof of a passing grade and complete a tuition application online within 60 days of the class end date to MyTuitionDocuments@bjc.org.

Grade and Course Requirements

- For undergraduate work, you must make a grade of C or better, or “pass” in a “pass/fail” course.
- For graduate work you must make a grade of B or better, or “pass” in a “pass/fail” course.

Application

You must complete the tuition assistance application 60 days from 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.

To apply while at work:

- 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

To check the status of your application:

- Select the myBJCnet tab on the BJCnet home page
- Log on using your BJC network ID and password
- Click on myBenefits > Tuition Assistance Application > View > Review Course Detail.

Note: Once your application is approved by BJC you will not be able to make changes.

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

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.

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

Note: BILD cohort students and students attending Goldfarb School of Nursing do not need to turn in a tuition invoice. You will not receive reimbursement on your paycheck. Your tuition money will be transferred directly to the BILD team or 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.

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