



**Education Assistance Policy – Attachment B**

**INSTRUCTIONS: APPLICATION FOR EDUCATION ASSISTANCE PROGRAMS**

See the Education Assistance Policy for details on each program and eligibility.  
 For Education Assistance Program questions, please contact the Human Resources Department at 503-561-2425.

**Chemeketa Community College Waiver Program**

The Chemeketa Community College may waive up to \$300 per term in tuition fees for pursuing formal coursework (taken for credit) related to your current job or leading to a degree employable at Salem and West Valley Hospitals.

**Instructions:**

1. Obtain an application online under the Career Path Assistance website or in Human Resources prior to enrolling in class(es).
2. Complete the application indicating the class(es) in which you want to enroll, the number of credits, and tuition costs.
3. Submit the completed application to Human Resources for approval prior to course start date.
4. Upon Human Resources approval, submit approved application to Chemeketa Community College Registrar/Admissions office for tuition amount to be waived and enroll in class(es). If already enrolled in course(s), Chemeketa must receive the approved application no later than 9 days after enrollment.
5. If a course is dropped after registering you will need to notify Chemeketa of the cancellation. If you drop the course after the published deadline, you will be responsible for the cost of the course, payable to Chemeketa Community College.

**Tuition and Re-certification Reimbursement**

Tuition and re-certification reimbursement supports employees in pursuing: Formal education that is job-related or leads to a degree employable at Salem and West Valley Hospital, degree certification program requiring enrollment in a course at an accredited educational institution and completing coursework and/or approved re-certification that enhances professional knowledge and skills in our workforce. Eligible expenses up to annual maximums per fiscal year (10/1 – 9/30) include: tuition, fees, re-certification costs, and required books and applied to the fiscal year in which your course or re-certification ended.

Degree amounts reimbursed may not be combined with higher degree amounts as education level progresses through the year.	\$1,500 for Associates (job related courses or *re-certifications)
	\$2,000 for Bachelor's
	\$2,500 for Graduate programs

*\*Reimbursement for re-certifications count toward the annual maximum reimbursement amounts above in which the employee is accessing, depending on the category of education level. \$1,500 is the annual amount available for employees seeking reimbursement for re-certification where there is no attendance in formal education.*

**Instructions:**

1. Identify classes, program, or re-certification you wish to take. If you are unsure if they are eligible for coverage;
  1. Check with HR for tuition reimbursement eligibility.
  2. Check your department's approved certification list or see your manager for re-certification eligibility. Manager will need to sign off on "Manager Pre-approval: Conference Attendance, Initial Certification and/or Re-certifications".
2. Pay and attend classes or re-certification.
3. Complete the application filling in only the applicable fields for the benefit you are requesting reimbursement, tuition or re-certification.
4. Submit completed application and the following to Human Resources within 60 days of successful completion:
  3. "Manager Pre-approval: Conference Attendance, Initial Certification and/or Re-certifications" and proof re-certification has not lapsed, if applying for re-certification
  4. Grades/proof of successful completion
  5. Original receipts for tuition, fees, and/or required books or re-certification payment
  6. Receipts must include a detailed description for which the payment was made
  7. Copy of the course/re-certification syllabus highlighting required text books you are requesting reimbursement
5. HR will review, approve if correct, and submit a request for processing the payment. Please allow at least 4 weeks for processing.

Each term/semester requires a separate application. Upon submission, please allow at least 4 weeks for processing.

**Education Loan Repayment Program**

The education loan repayment benefit offers recent graduates, from a program that led to their current occupation in a position in demand, an interest-free loan to pay off outstanding student loans. Eligible degree totals are:

- \$5,000 for Associate's degrees,
- \$10,000 for Bachelor's degrees, and
- \$20,000 for graduate degrees.

\*The lifetime cap of funds available under this program to an employee is \$30,000.

**Instructions:**

1. Check with Human Resources if you are unsure if you occupy a position in demand.
2. Complete the Education Loan Repayment Program application and submit to Human Resources providing: a copy of the degree, certification, or diploma, a copy of your final transcript indicating at least a 2.0 GPA, copy of your current loan agreement, and a copy of your most recent loan statement that includes the amount due and the reason it was obtained.
  - a. By submitting an application, you are agreeing to the terms set forth in the Education Assistance policy.
3. Please allow 4 weeks for processing and approval process.

**Education Assistance Policy – Attachment B**



**APPLICATION FOR EDUCATION ASSISTANCE PROGRAMS**

Please read the “Instructions: Application for Education Assistance Programs” page prior to completing the application.  
Allow at least 4 weeks for processing the application and payment.

**Please select the Education Assistance program you are requesting benefits (one selection per application):**

<input type="checkbox"/> <b>Chemeketa Community College Waiver</b> Submit application prior to enrolling and Beginning class.	<input type="checkbox"/> <b>Tuition Reimbursement</b> Submit application within 60 days of course completion.	<input type="checkbox"/> <b>Re-certification Reimb</b> Re-certification must be on approved list, or see manager. Submit application within 60 days of re-certification.	<input type="checkbox"/> <b>Education Loan Re-payment</b> Submit application after 6 months of employment.
--	--	---	---

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_ Student I.D.#: \_\_\_\_\_ Date: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Department: \_\_\_\_\_ Position: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Employee Status** (Please check one): \*Note: U-status employees are not eligible for the Chemeketa Community College Waiver or Educ. Loan Repayment

<input type="checkbox"/> Regular Part Time (20 + hours)	<input type="checkbox"/> Regular Full Time (35 + hours)	<input type="checkbox"/> U-status * (Tuition and Re-certification Reimbursement only)
---	---	---

\*\*\***Complete only the fields applicable to the Education Assistance Program you are requesting benefits**\*\*\*

**Education Information** (Chemeketa Community College Waiver and Tuition and Re-certification Reimbursement)

Name of College/University: \_\_\_\_\_ Field of Study/Degree: \_\_\_\_\_

Currently Working on:  Pre-requisite’s  Associate’s Degree  BA/BS Degree  Grad/ PhD  Other \_\_\_\_\_

*If you are requesting tuition reimbursement, please indicate if you have received funds this term from the following:*

Chemeketa Community College Waiver Program \$ \_\_\_\_\_ Scholarship \$ \_\_\_\_\_ Grant \$ \_\_\_\_\_

Please add all required book costs for the listed courses you incurred an expense (Loan Repayment not eligible). **BOOK TOTAL:**\$ \_\_\_\_\_

Course #	Course(s) or Re-certification:	Credit Hours	Start Date	End Date	Expenditure-Tuition/re-cert. costs where you incurred an expense & expenses/fees not covered under waiver	
					Expenditure \$:	
					Expenditure \$:	
					Expenditure \$:	

Reason you took course(s), re-certification or completed your degree and the derived benefit to yourself and the Hospitals: \_\_\_\_\_

**Education Loan Repayment Information**

Name of College/University: \_\_\_\_\_ Degree & Year Received: \_\_\_\_\_

Loan Institution Name: \_\_\_\_\_ Loan Account#: \_\_\_\_\_

Loan Institution Address: \_\_\_\_\_

Loan Institution Phone Number: \_\_\_\_\_ Total Principle Loan Amount Owed: \$ \_\_\_\_\_

**TOTAL AMOUNTS REQUESTING:**

\$ \_\_\_\_\_ **Tuition/Re-certification Reimbursement or Education Loan Re-payment** (Book Total + Expenditures)

\$ \_\_\_\_\_ **Chemeketa Community Waiver Program** (Amount requesting to be waived, not to exceed \$300. Tuition only)

**By signing the application, you are agreeing to the terms set forth in the Education Assistance Policy**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved  Not Approved

**HUMAN RESOURCE USE ONLY**

FTE: \_\_\_\_\_

**APPROVED AMOUNT: \$** \_\_\_\_\_  
(Chemeketa Waiver- Maximum \$300.00 per term for tuition only)

(If submission is for tuition reimbursement and the employee is u-status, they must have previously been in a regular scheduled position)

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Authorization

\_\_\_\_\_  
Date

Note: Reimbursement for certain courses may be considered as taxable income for W-2 purposes.