

NON UNION TUITION AID PROGRAM

Crouse Hospital will reimburse employees for a maximum of 15 credit hours per calendar year for approved courses in accredited educational programs.

- Full-time employees are eligible to apply for reimbursement up to **\$500 per credit hour for graduate degree courses** and up to **\$400 per credit hour for undergraduate degree courses**. One hundred percent (100%) of the first \$1,000 and 50% of the remaining cost will be paid for non-credit certification course (i.e., CASAC, Microsoft Certification) up to a maximum of \$1,750.
- Part-time employees working a regular schedule of at least 20 hours per week are eligible to apply for reimbursement up to **\$400 per credit hour for graduate degree courses** and up to **\$300 per credit hour for undergraduate degree courses**. One hundred percent (100%) of the first \$500 and 50% of the remaining cost will be paid for non-credit certification course (i.e., CASAC, Microsoft Certification) up to a maximum of \$1,250.
- Part-time employees working less than 20 hours per week are eligible to apply for reimbursement up to **\$200 per credit hour for graduate degree courses** and up to **\$150 per credit hour for undergraduate degree courses**. One hundred percent (100%) of the first \$250 and 50% of the remaining cost will be paid for non-credit certification course (i.e., CASAC, Microsoft Certification) up to a maximum of \$750.

Employees must work one year after the date tuition aid was last granted or the tuition aid must be refunded to the hospital.

NON UNION TUITION AID FOR CROUSE HOSPITAL SCHOOL OF NURSING

Full or partial reimbursement is available for employees, their spouses, and any dependent children in the Crouse Hospital School of Nursing. Benefits and eligibility are based on the employee's number of years of service on a full- or part-time basis.

Full-time Employees

- 50% paid tuition for employees employed up to 4 years.
- 100% paid tuition for employees employed for 4 year or more.

Part-time Employees

- 50% paid tuition for employees employed 4 to 8 years.
- 100% paid tuition for employees employed for more than 8 years.

Section 127 of the Internal Revenue Code requires that educational assistance in excess of \$5,250 must be added to employees' taxable wages and employment taxes must be withheld.