

ELIBILITY

Eligibility begins after sixty days of employment. Assistance is granted to employees regularly scheduled to work full- time (40 hours) or part- time (20-39 hours) per week and not under any written disciplinary action.

HIGHLIGHTS OF THE PROGRAM

Eligible employee must attend an accredited college/university, in the Baltimore/Washington Metropolitan area. Exceptions to this may be made provided the employee's Vice President approves the course of study and submits a written explanation of necessity of the course outside of the geographic area to the HR Service Center/Benefits Office. Courses must lead to vendor /academic licensure or degree and meet the criteria of business or operational necessity. Under the Tuition Program there a list of covered degrees eligible for/advancement reimbursement. Employees may take up to 18 credits per academic year (see **HR332 Policy if hired prior to 1/1/2007**). (**September 1st – August 31st**) excluding MBA or MHS programs. Employees that are MBA/MHS programs may take up to 24 credits per academic year. Courses for credit and On-Line courses are covered under the policy, provided that such course work leads to licensure or degree. Correspondence courses, certificate programs, seminars, or conference are not covered under the program. Noncredit courses which are required as a part of a curriculum leading to a degree or licensure will be considered on the case by case basis subject to the approval by the Director of Benefits. Computer software courses (Microsoft Word, Excel, Access, Lotus etc) are excluded from this program.

ADVANCEMENT

Non – represented employees earning less than **\$35,000** annually (**\$16.82/** hour) are eligible for tuition advancement (excludes Graduate Studies). If applying for tuition advancement you are required to complete a Tuition Assistance Application and the Tuition Advancement Application along with an itemized bill from the school that you are attending that separates the fees and tuition costs. Proof of payment in full that details the payment type: (ie...Cash, Check, Credit Card, Loan, Grant, Scholarship, Etc.) A grade report in the case of a Pass/Fail or satisfactory/ unsatisfactory course a letter from the professor indicating the letter grade that would be earned for the work completed Financial Aide and/or scholarship dollars received will be deducted prior to payment from JHHSC/JHH. Forms are submitted to HR Service Center/Benefits Office four weeks prior to the start of class. Tuition requests for Advancement will not be processed once the class has begun. At the end of the course, grade must be turned into HR Service Center within one month. If course is not completed or grades are not received the Tuition Advancement dollars received will be deducted from the employee's paycheck.

REIMBURSEMENT

Reimbursement shall be for tuition or Challenge Exam costs only. All fees in excess of tuition are the sole responsibility of the employee and shall not be reimbursed by JHHSC/JHH. Proof of payment in full that details the payment type: (ie...Cash, Check, Credit Card, Loan, Grant, Scholarship, Etc.) A grade report in the case of a Pass/Fail or satisfactory/ unsatisfactory course a letter from the professor indicating the letter grade that would be earned for the work completed Financial Aide and/or scholarship dollars received will be deducted prior to payment from JHHSC/JHH. Satisfactory completion of an approved course or Challenge Exam included:

Program Minimum Required Grade

Undergraduate "C" Graduate "B" Other Programs or Passing Grade if applying for tuition reimbursement, tuition forms, grades and proof of payment (as described above) Semester must be paid in full showing a zero balance. Forms are submitted to the HR Service Center at the end of each course.

Tuition Programs for Reimbursement /Advancement is based on the following

Scheduled Hours per Week Advancement/reimbursement

40 hours – 100%	30-39hours- 75%	20-29 hours- 50%
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TAXABILITY

Tuition Assistance is considered taxable income for Undergraduate and Graduate programs in excess of \$5,250 annually, as determined by the Internal Revenue Service's (IRS) Guidelines.

SERVICE PAYBACK

After satisfactory completion of the course(s), the employee agrees to work for JHHSC/JHH as follows: **Refer to Tuition Policy HR 332** An employee receiving tuition assistance (reimbursement/Advancement) must agree in advance(as part of the application/approval process) to work for JHHSC/JHH for a period time **Refer to Tuition Policy HR 332** After satisfactory completion of the last semester, an employee must agree to work for JHHSC/JHH as based on the total dollars reimbursed / advanced under the tuition assistance program.

EMPLOYEES HIRED PRIOR to 1/1/2007

Employees may take up to 18 credits per academic year (**September 1st – August 31st**) for undergraduate courses and those pursuing a Masters or PhD. Employees in an accelerated MBA/MHS program may take a maximum of 24 credits per academic year. Employees will be eligible for tuition assistance up to the maximum 18/24 credits or \$10,000 per academic year , whichever is greater.

EMPLOYEES HIRED 1/1/2007 or Later

Employees are eligible for Tuition assistance up to a maximum of \$10,000 per academic year(September 1st – August 31st).

Effective 9/1/2010 (Applicable To Those Hired 1/1/2007 OR Later

Employees pursuing an accelerated MBA/MHS program will be eligible for tuition assistance a maximum of \$15,000 per academic year (**September 1st – August 31st**)

Effective 9/1/2007

Employees hired 1/1/2007 or later, who attend JHU School of Nursing, are eligible for a maximum of \$15,000 per academic year. This is applicable only to those attending the JHU School Nursing. Employees attending JHU School of Nursing also have the option for Tuition Loan Assistance Program.

NOTE: Repayment obligation will be prorated to take into account any partial completion of the service paid back. By accepting educational assistance, an employee expressly authorizes JHHSC/JHH to withhold any repayment amount required under the Tuition **HR332 Policy** in accordance with the Maryland Wage Payment and Collection Law, Maryland Annotated Code, S3-503(2) , to retain and use funds owed to the employee including but not limited to the employee's final pay or vacation pay or PTO). If the employee fails to make any required repayment and Hopkins takes action to recover the repayment obligation, the employee agrees to pay fees incurred by JHHSC/JHH in pursuing recovery. If you have any questions, please contact the Hr Service Center, (410) 955-6208 at Phipps 455.

JHHSC/JHH TUITION PROGRAM
Reimbursement/Advancement
Covered Degrees

Sciences	Engineering	Liberal Arts
Anatomy & Physiology	Biomedical engineering	Communications
Applied Physics	Chemical & Biomolecular Engineering	Community Health
Astrophysics	Civil Engineering	Cultural Studies
Behavioral Biology	Computer Engineering	Education(Early Childhood only)
Bioethics	Engineering Mechanics	Electronic Media
Biology	Environmental Engineering	English
Biotechnology	General Engineering	Family Studies
Botany	Materials Sciences & Engineering	Gerontology
Chemistry		Humanistic Studies
Cognitive Science	Business	International Studies
Computer	Accounting	Linguistics
Ecology	Advertising	Multicultural Studies
Environmental Sciences	Business Administration	Psychology
Exercise Science	Economics	Speech Pathology/Audiology
Forensic Science	Finance	Social & Behavioral Sciences
General Science	Health Care Management	Social Work
Health Information	Human Resources	Sociology
Health Science	Information Systems/Information Technology	Spanish
Histology	Internal Business	Web Design
Medical Technology	Law	Women's studies
Medical Chemistry	Logistics	Writing
Microbiology	Management	
Natural Science	Marketing	Other
Neuroscience	Mathematics	Clinical Informatics
Nursing School	MBA	Applied Informatics
Nutrition	Public Relations	Project Management
Physics	Statistics	
Physical Therapy		
Public Health Studies		
Radiation Therapy		
Radiology		
Respiratory Therapy		