



Tuition Reimbursement Application

- Complete all applicable highlighted areas
- Attach original receipts of payment for books and courses.
- Sign and Date the bottom portion
- Send to Staff Development with approving signature of Supervisor/Manager

ALL APPLICATIONS MUST BE SUBMITTED PRIOR TO BEGINNING THE COURSE

100% of the book(s) and course(s) are covered up to **\$2,650** for the associate per calendar year. Leadership employees are covered up to **\$4,000** per calendar year.

Name:		Date:	
College/University:			

Course(s)	Cost
	\$
	\$
	\$
Book(s) Associated with Course(s)	Cost
	\$
	\$
	\$
Total (Courses + Books) :	\$

Please explain why this course is relative to your growth & development in LHN

Conditions

Tuition Reimbursement Program assists associates in good standing in obtaining a degree or earning credits from a college or university that is relevant to the needs and/or hard to fill positions now or in the future of Lourdes Health Network. Employees must be regular full-time and part-time (no less than 20 hours/week) following 90 days of continuous employment. Course of study must have direct application relative to the business development and growth of the associate and to the benefit of LHN. **Reimbursement of book(s) and/or course(s) will be paid directly to employee upon receipt of passing grade within two weeks following successful completion of course(s).** If I change to a non-eligible status, or terminate employment with Lourdes Health Network within (12) twelve months of completion of courses(s), I authorize Lourdes to deduct amount owed under the terms of this Agreement from my paycheck(s) or final paycheck upon separation from employment. By signing below I agree to the above conditions in order to receive Tuition Reimbursement.

Associate Signature

Date

Approving Manager/Supervisor Signature

Date

Staff Development Coordinator

Date

Administrative Supervisor

Date