

2022 / 2023

MONEY FROM MERCY:

Investing in your
professional growth

- ✓ SCHOLARSHIPS.
- ✓ CONTINUING EDUCATION.
- ✓ LOAN REPAYMENT.
- ✓ TUITION REIMBURSEMENT.



INCLUSIVE CRITERIA FOR SELECTION –
MOST APPLICANTS QUALIFY!

Key



This award could be used to pursue professional growth through areas of continuing education, like conferences.



Requires a one year work commitment at Mercy Medical Center after completion of the course for which the scholarship is awarded.



Requires a two year work commitment at Mercy Medical Center after completion of the course for which the scholarship is awarded.



Only supports coursework in pursuit of a Bachelor of Science in Nursing (BSN degree).



Only supports coursework in pursuit of a Master of Science in Nursing (MSN degree) or higher.



At least one letter of recommendation required.



Taxable award.

Applying for any scholarship, continuing education opportunity or loan repayment is easy – and – you can apply for multiple awards with ONE application!

- Complete the Award Application (*also available at Human Resources or on the Mercy portal*) and gather any letters of recommendation your award requires as noted in its description.
- Submit your paper application along with any letter of recommendation to Human Resources by March 16. Applications and letters can also be sent as an electronic packet (*if preferred*) to mmcf@mercy.org by that same date.
- A written thank-you note to your donor(s) is required before your award will be received – don't worry, we'll give you all the details to do this.
- Awardees will be recognized at Mercy's annual Clinical Ladder and REAch event.

Turn to the back of this booklet for information on Mercy's Tuition Reimbursement program.

- Tuition Reimbursement application and college verification forms are available on the Human Resources page of the portal.
- **Note:** The application in this booklet is for the scholarships, educational opportunities and loan repayment awards described within.
- **To apply for Mercy Medical Center's Tuition Reimbursement, follow the directions noted in its policy, do not use the application in this booklet.**



Meet Mercy scholarship recipient, *Marco Delgado*

SUPPORTED IN PART BY THE MERCY FOUNDATION'S PATIENT CARE SERVICES AND AREA OF GREATEST NEED FUNDS



Marco Delgado,
Mercy scholarship recipient

After 22 years as a restaurant manager, Marco was inspired to pursue a career in healthcare. He credits his mother-in-law for “planting the seed,” he said. It was after her cancer diagnosis that Marco and his wife made the decision to move their family from Illinois to Iowa to help care for her.

Marco left his restaurant job behind and became his mother-in-law’s primary caregiver. It was her encouragement, and that of her hospice nurses, that gave Marco the confidence he needed to begin his nursing journey, a journey he started shortly after her passing.

Marco needed more than a GED to reach his goals, and the idea of going back to school filled the father of four with anxiety. He had a family to provide for and bills to pay. He took that important first step though, and successfully completed a Certified Nursing Assistant (CNA) program.

Obtaining a college degree was the next step for Marco, and understandably, a daunting one. The son of immigrants, Spanish is his first language and he found himself needing to take classes just to catch up to his peers. He sometimes wanted to give up, especially early on, but found strength in his faith and prayer, he said. Marco is now a senior at Mount Mercy University and will graduate in May of 2022 with his Bachelor of Science in Nursing.

Marco also works part-time as a Patient Care Tech II, Specialty Float, at Mercy Medical Center. His job can take him to any area of the hospital that needs help. It’s the patient interaction that he enjoys the most. He’s learned that just being there to listen can make a world of difference to someone.

Marco received scholarship support through the Mercy Foundation to finish his college degree. “This support is such a blessing,” he said. As a non-traditional student, it’s hard to balance work, school and family. Not being able to work full-time puts stress on my family’s resources. With this help, I can focus on my schooling and not feel so worried.”

He added, “I’m so appreciative of the donors and gifts that make these scholarships possible. My life has been impacted in a big way. I’m reaching my goals and dreams, and hopefully one day I can give back and inspire others.”

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Marco loves coming to work at Mercy and plans to continue his employment here after he graduates. He describes Mercy as a hospital full of mentors. He said he learns something new with every shift he works, and everyone is always willing to teach. He also said Mercy feels like family – and family is very important to Marco.



Directory of Scholarships

ADNs

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- Edith Gillespie Case ADN Nursing Student Scholarship p.10
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BSNs in general (includes Mount Mercy University students)

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AWARD APPLICATION

SCHOLARSHIPS. CONTINUING EDUCATION. LOAN REPAYMENT.

| | | |
|--|--|------------|
| Name: | | Clock #: |
| Home address: | City: | State/ZIP: |
| Your phone number: | Your primary email: | |
| Name of university/college (if applying for scholarship): | | |
| Type of degree you expect to achieve (if applicable): | | |
| University/college address: | City: | State/ZIP: |
| Cumulative GPA: | Years in nursing program: | |
| Class/Conference/CEU start date: Approximate cost: _____ | Year in school (if applying for Jennie E. Basile nursing scholarship): | |
| Name of high school (if applying for Rita Krueger Whitters scholarship): | | |
| Race (if applying for Cedar Rapids Bank & Trust): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White | | |
| Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non Hispanic or Latino | | |
| Clinical practice area of interest: | | |
| I am eligible and applying for these awards (list all awards here): | | |
| I have been awarded a Mercy scholarship or continuing education grant in the past: <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," year and name of award: | | |
| On a separate sheet, please provide 2-3 paragraphs that describe your anticipated contributions (or current contributions for those applying for loan repayment) to Mercy Medical Center and nursing/healthcare, and if applying for recertification provide approximate cost: | | |
| I understand all of the following: | | |
| <input type="checkbox"/> Yes, I must be actively employed with Mercy Medical Center at the time payment is made | | |
| <input type="checkbox"/> Yes, I am currently in good standing and under no disciplinary action or verbal warnings | | |
| <input type="checkbox"/> Yes, all questions must be completed and information provided to be eligible including GPA from current or most recent institution or my application will be null and VOID | | |
| <input type="checkbox"/> Yes, I must be full- or part-time (no PRN) to be eligible | | |
| <input type="checkbox"/> Yes, I read and understand the tax-free scholarship disclaimer in the booklet | | |
| <input type="checkbox"/> Yes, I understand the Quinn loan repayment stipend is taxable | | |
| <input type="checkbox"/> Yes, I understand some awards/stipend require a one to two year work commitment at Mercy Medical Center (begins when agreement is signed and payment is made) | | |
| <input type="checkbox"/> Yes, I understand a thank-you card to the donor(s) must be completed and returned with the signed award/stipend agreement before award will be received | | |
| <input type="checkbox"/> Yes, I understand the awards listed in this book are for Mercy Medical Center employees only | | |
| <input type="checkbox"/> Yes, I understand scholarship or awards are to be used for FY2023 or the 2022-2023 academic year (no spring/summer classes). Classes must begin after July 1. | | |
| <input type="checkbox"/> Yes, I understand my name will be listed for promotional purposes | | |

Signature: _____



Hard copy application and letter(s) of recommendation (if required) must be received by **March 16** in Human Resources.
If preferred, completed applications and letters may be emailed to the Mercy Foundation at mmcf@mercy.org.

Questions may be directed to the Mercy Foundation, mmcf@mercy.org or (319) 398-6206.



Nursing Awards That Apply To Any Healthcare Field

ARMSTRONG NURSING EXCELLENCE AWARD

Purpose: To recognize outstanding Mercy Medical Center nurses by providing financial support for academic courses, continuing education, educational conferences, or professional certifications.

Eligibility: Must be employed at Mercy for a minimum of six months.

Criteria for Selection: None.

Award: Up to \$500.

WALTER AND EVELYN BADGER NURSING SCHOLARSHIP *(Mount Mercy University BSN students)*

Purpose: To recognize outstanding staff members who are committed to the delivery of quality health care at Mercy Medical Center by providing scholarships for academic courses in nursing at Mount Mercy University.

Eligibility: Must be a Mount Mercy University student, who is currently enrolled in the BSN completion program.

Criteria for Selection:

- 1) Minimum GPA of 2.70.
- 2) Must demonstrate financial need.
- 3) Evidence of commitment to the profession of nursing.
- 4) Evidence of commitment to the delivery of quality patient care.

Award: Up to \$600.

JENNIE E. BASILE NURSING SCHOLARSHIP *(Mount Mercy University BSN Students)*

Purpose: Scholarships for academic courses in nursing at Mount Mercy University.

Eligibility: Mount Mercy University nursing student who is beginning his or her junior or senior year.

Criteria for Selection: None.

Award: Up to \$2,000.

ARLENE BEMAN NURSING SCHOLARSHIP

Purpose: Scholarships for nursing staff of Mercy Medical Center for academic courses furthering their nursing career.

Eligibility: A student in an accredited nursing program who is currently enrolled in a BSN program.

Criteria for Selection: None.

Award: Up to \$1,000.

MARY JESSAMINE CASHEN MEMORIAL ENDOWED NURSING SCHOLARSHIP

Purpose: This scholarship has been established in memory of Mary J. Cashen for academic courses to further nursing careers.

Eligibility: Scholarship recognizes outstanding staff by providing financial support for academic courses, continuing education, education conferences or professional certification.

Criteria for Selection: None.

Award: Up to \$500.

LEOLA CLARK NURSING SCHOLARSHIP

Purpose: Scholarships for nursing staff of Mercy Medical Center for academic courses furthering their nursing career.

Eligibility: A student in an accredited nursing program who is currently enrolled in a BSN program.

Criteria for Selection: None.

Award: Up to \$1,000.

BANKERS TRUST

Corporate Scholarship

Purpose: Scholarships for Mercy staff to be used for academic courses to further their education at any accredited program.

Eligibility: Scholarship recognizes outstanding staff by providing financial support for academic courses, continuing education, education conferences or professional certification.

Criteria for Selection: None.

Award: Up to \$1,000.

CEDAR RAPIDS BANK & TRUST Corporate Scholarship

Purpose: Scholarships for Mercy staff to be used for academic courses to further their education at any accredited program.

Eligibility: A student in a BSN, MSN, CMA or CNA program. Preference is given to applicants who have been traditionally underrepresented in higher education and are culturally, ethnically, or racially diverse.

Criteria for Selection: Preference given to applicants who have been traditionally underrepresented in higher education and are culturally, ethnically or racially diverse.

Award: Up to \$2,500.

APPLEBY & HORN Corporate Scholarship

Purpose: Scholarships for Mercy nursing staff to be used for academic courses to further a nursing career at any accredited nursing program.

Eligibility: A nursing student in a BSN or MSN program.

Criteria for Selection: None.

Award: Up to \$1,000.

GREEN STATE CREDIT UNION Corporate Scholarship

Purpose: Scholarships for Mercy nursing staff to be used for academic courses to further a nursing career at any accredited nursing program.

Eligibility: A nursing student in a BSN or MSN program.

Criteria for Selection: None.

Award: Up to \$2,000.



SISTER JAMES MARIE DONAHUE ENDOWED NURSING SCHOLARSHIP

Purpose: This scholarship has been established in honor of Sr. James Marie Donahue's 60th Jubilee as a Sister of Mercy.

Eligibility: Employee enrolled in a MSN or ARNP completion program.

Criteria for Selection: None.

Award: Up to \$1,000.



DONALD AND RITA ERUSHA ENDOWED NURSING SCHOLARSHIP

Purpose: Scholarships for nursing staff of Mercy Medical Center for academic courses furthering their nursing career.

Eligibility: A student in an accredited nursing program who is currently enrolled in the BSN completion program. Preference may be given to Mount Mercy University nursing students.

Criteria for Selection: Minimum GPA of 2.70.

Award: Up to \$2,500.



EDITH GILLESPIE CASE NURSING STUDENT SCHOLARSHIP

(Kirkwood Community College nursing students)

Purpose: Scholarships for academic courses in nursing at Kirkwood Community College.

Eligibility: Kirkwood Community College nursing student.

Criteria for Selection: Minimum GPA of 2.70.

Award: Up to \$1,500.



EDITH GILLESPIE CASE BSN & MSN NURSING STUDENT SCHOLARSHIP

Purpose: Scholarships for academic courses in nursing at any BSN & MSN program.

Eligibility: Nursing student at any accredited nursing program.

Criteria for Selection: Minimum GPA of 2.70.

Award: Up to \$1,500.



ELLA MILLER NURSING STUDENT SCHOLARSHIP – #1

(Mount Mercy University students)

Purpose: Scholarships for academic courses in nursing at Mount Mercy University.

Eligibility: Mount Mercy University nursing student.

Criteria for Selection: None.

Award: Up to \$3,000.

ELLA MILLER STUDENT SCHOLARSHIP – #2

Purpose: Scholarships for academic courses.

Eligibility: Scholarship recognizes outstanding staff by providing financial support for academic courses, continuing education, education conferences or professional certification.

Criteria for Selection: None.

Award: Up to \$1,500.



JOHN AND SUSAN QUINN FAMILY FOUNDATION LOAN REPAYMENT RESOURCE FUND

(nurses, surg techs, patient care techs)

Purpose: To recognize and assist outstanding nurses, surgical techs or patient care techs at Mercy Medical Center. One year work commitment begins when the contractual agreement is submitted and approved. If the one-year work commitment is not met, the recipient will be required to pay the full student loan stipend amount back to Mercy Medical Center. The loan stipend will be issued on the recipient's paycheck upon completion of a contractual agreement and proof of student loan payment is submitted to the Mercy Medical Center Foundation office.

January 2023 paycheck: Provide proof of loan payments from July through December 2022.

July 2023 paycheck: Provide proof of loan payments from January through June 2023.

Eligibility:

- 1) Employed at Mercy Medical Center with an FTE of 0.5 position or more for a minimum of six months.
- 2) Employee is in good standing.
- 3) Provide evidence of a non-forgivable educational loan balance.
- 4) The employee is only eligible for funding up to the amount of the loan balance at the time of the initial application.

Award: Up to \$2,000 for full-time employees and up to \$1,000 for part-time employees.

Note: This is a taxable stipend.



CATHERINE A. ROHDE ENDOWED NURSING SCHOLARSHIP

Purpose: Scholarships for nursing staff of Mercy Medical Center for academic courses furthering their nursing career.

Eligibility: A student in an accredited nursing program that is currently enrolled in the BSN completion program. Preference will be given to a single-parent student who lives in Area 10 (52404 zip code) and is a Mount Mercy University nursing student.

Criteria for Selection: None.

Award: Up to \$750.



MARVEL MARIE RYAN ENDOWED NURSING SCHOLARSHIP

(Mount Mercy University MSN Student)

Purpose: This scholarship has been established in memory of Marvel Marie Ryan by her family to provide scholarships for academic courses supporting MSN degree completion at Mount Mercy University.

Eligibility: Mount Mercy University student enrolled in the MSN program.

Criteria for Selection: None.

Award: Up to \$1,500.

LOIS GERNER SCHUCHMANN MEMORIAL ENDOWED SCHOLARSHIP

Purpose: This scholarship has been established in memory of Lois Schuchmann by her family due to the excellent care Lois received while undergoing radiation treatment.

Eligibility: Scholarship recognizes outstanding staff by providing financial support for academic courses, continuing education, education conferences or professional certification.

Criteria for Selection: None.

Award: Up to \$500.

TINA MARIE SLOAN MEMORIAL ENDOWED NURSING SCHOLARSHIP

Purpose: This scholarship has been established in memory of Tina Marie Sloan by her family due to the excellent care that Tina received from the hospice staff at the Dennis and Donna Oldorf Hospice House of Mercy.

Eligibility: Individual pursuing a BSN or MSN.

Criteria for Selection:
Minimum GPA of 3.0.

Award: Up to \$1,500.

DOLORES AND GEORGE THIER MEMORIAL ENDOWED NURSING SCHOLARSHIP

Purpose: Scholarships for academic courses to further a nursing career.

Eligibility: Employees enrolled in a BSN completion program at any accredited nursing program in Iowa.

Criteria for Selection: Minimum GPA of 3.0.

Award: Up to \$1,000.

CAROL A. WATSON ENDOWED NURSING SCHOLARSHIP *(Post-Baccalaureate Nursing Scholarship)*

Purpose: Scholarships for post-baccalaureate academic coursework at the master's or doctoral level for an education, clinical, or administrative advanced practice role.

Eligibility: A student in an accredited master's or doctoral nursing program. **Must have used the total tuition reimbursement for which eligible at Mercy Medical Center.**

Criteria for Selection:

- 1) Minimum GPA of 3.0.
- 2) Defined career objective at Mercy in an advanced practice role upon completion of post-baccalaureate program.

Award: Up to \$1,000.

CHARLIE AND TINA WEEPIE FAMILY ENDOWED NURSING STUDENT SCHOLARSHIP *(Mount Mercy University BSN Students)*

Purpose: Scholarships for academic courses in nursing at Mount Mercy University.

Eligibility: Mount Mercy University student who has completed his or her sophomore year currently enrolled in the BSN completion program.

Criteria for Selection:

- 1) Minimum GPA of 2.70.
- 2) Evidence of successful progress in the BSN completion program.

Award: \$1,500.

RITA KRUEGER WHITTERS MEMORIAL ENDOWED NURSING SCHOLARSHIP

Purpose: This scholarship has been established in memory of Rita Krueger Whitters who graduated from the Mercy School of Nursing in 1951.

Eligibility: Employee enrolled in a BSN program at any accredited nursing program in Iowa. Preference will be given to a graduate of Xavier High School or graduates from the former Regis or LaSalle High Schools in Cedar Rapids.

Criteria for selection: Minimum GPA of 2.70.

Award: Up to \$1,000.



Awards That Apply To Specific Healthcare Fields



DR. DARRELL DENNIS ENDOWED PULMONARY MEDICINE/ CRITICAL CARE SCHOLARSHIP

Purpose: Financial support for academic courses, continuing education, educational conferences or professional certification.

Eligibility: Employee working in the specialty of pulmonary medicine/critical care as a registered nurse, respiratory therapist or other health professional.

Criteria for Selection: None.

Award: Up to \$1,000.



ANNA PURNA GHOSH ENDOWED ONCOLOGY NURSING SCHOLARSHIP

Purpose: Financial support for professional development activities of oncology nurses who are committed to ongoing nursing excellence in their oncology discipline.

Criteria for Eligibility and Selection:

The annual award may be used to support outstanding oncology nurses in the participation of, or personal career growth in, the following areas of educational development: attending national conferences, preparing for nurse practitioner certification, participation in certification programs and/or developing and delivering unit-based projects.

- 1) Submit an essay of 300 words or less addressing the applicant's statement of interest, educational goals, and summary of personal dedication to the profession of oncology nursing.
- 2) If applying for academic courses, two letters of recommendation required; one from the applicant's school faculty and the other from the applicant's Mercy Medical Center manager.
- 3) If applying for non-academic professional growth opportunities, one letter of recommendation required from the applicant's Mercy Medical Center manager.

Award: Up to \$1,000.

THE LINN COUNTY ANESTHESIOLOGISTS EDUCATION SCHOLARSHIP

Purpose: Funding for continuing education, certification or scholarships to further nursing careers.

Eligibility: Employee working in a department that works closely with the anesthesiologists: Pain Management, OR, PACU, Pre-Op, Labor/Delivery, GI, EP Lab, Ultrasound, etc.

Criteria for Selection: Minimum GPA of 2.70.

Award: Up to \$500.



DR. DALE AND LOUISE MORGAN ENDOWMENT EDUCATIONAL OPPORTUNITY

(Perioperative — for the sole purpose of continuing education and professional development for perioperative services staff)

Purpose: Grants from this fund may be used to pay the cost of academic courses, attending educational seminars, conferences, and training, as well as, of obtaining certification in areas related to perioperative services.

Eligibility: Employees in any of the disciplines of perioperative services.

Criteria: None.

Award: Up to \$1,500.

THE OCCUPATIONAL THERAPY SCHOLARSHIP

Purpose: To recognize outstanding Mercy Medical Center nurses and staff working in occupational therapy at Mercy Medical Center who are committed to the delivery of quality care at Mercy Medical Center by providing financial support for academic courses, continuing education, educational conferences or professional certification.

Eligibility: Employee working in Occupational Therapy.

Criteria for selection: None.

Award: Up to \$1,000.



THE PAIN CENTER SCHOLARSHIP

Purpose: To recognize outstanding Mercy Medical Center nurses and staff working in the Pain Center at Mercy Medical Center who are committed to the delivery of quality care at Mercy Medical Center by providing financial support for academic courses, continuing education, educational conferences or professional certification.

Eligibility: Employee working in the Pain Center.

Criteria for selection: None.

Award: Up to \$400.



MARY V. SHEDEK MEMORIAL SCHOLARSHIP *(Social Work)*

Purpose: This scholarship has been established in memory of Mary Shedek, Hospice Social Worker, who passed away July 21, 2014.

Eligibility: Must be an employee in good standing of Mercy Medical Center, full or part-time. Social workers pursuing licensure, (LBSW, LMSW, LISW) or a Master of Social Work degree (MSW) or specialty certifications will be given preference for this scholarship. Other disciplines may be considered if pursuing human service, hospice or case management related education.

Criteria for Selection: Minimum GPA of 2.70, if applicable.

Award: Up to \$1,000.



KATHLEEN F. MERFELD, RN, ONCOLOGY EDUCATION ENDOWED SCHOLARSHIP

Purpose: This scholarship supports therapists attending the ASTRO conference.

Eligibility: Hall-Radiation Staff.

Criteria for Selection: None.

Award: Up to \$1,000.



DR. KEVIN MURRAY HALL-PERRINE EDUCATION FUND

Purpose: Earnings from the fund will provide financial support for Hall-Perrine Cancer Center staff for continuing education, educational conferences, or professional certification.

Eligibility: HPCC Staff.

Criteria for Selection: None.

Award: Up to \$1,000.



ROBERT C. AND MARY B. TILDEN ENDOWMENT EDUCATIONAL OPPORTUNITY *(End-of-Life Care)*

Purpose: To recognize outstanding staff members at Hospice of Mercy by providing financial support for annual professional development activities. Grants from this fund may be used to pay the cost of attending educational seminars, conferences, and/ or for obtaining certification in areas related to hospice, palliative and end-of-life care.

Eligibility: The applicant should be involved in any of the disciplines of its hospice program, including nursing, social work, therapy, spiritual care, personal care, volunteers, bereavement care.

Criteria for Selection:

- 1) Educational development activity must be approved by a Hospice of Mercy administrator.
- 2) Employee must exhibit evidence of commitment to the delivery of evidence-based, high-quality hospice care.
- 3) Employee must agree to share materials, experiences, information and messages with other staff members upon completion of activity.

Award: Up to \$1,500.



THE WOMEN'S CENTER SCHOLARSHIP

Purpose: To recognize outstanding Mercy Medical Center nurses and staff working in the Women's Center at Mercy Medical Center who are committed to the delivery of quality care at Mercy Medical Center by providing financial support for academic courses, continuing education, educational conferences or professional certification.

Eligibility: Employee working in the Women's Center.

Criteria for selection: None.

Award: Up to \$400.



THE ZONE 42 SCHOLARSHIP

Purpose: To recognize outstanding Mercy Medical Center nurses and staff working in oncology at Mercy Medical Center who are committed to the delivery of quality care at Mercy Medical Center by providing financial support for academic courses, continuing education, educational conferences or professional certification.

Eligibility: Employee working in Oncology.

Criteria for selection: None.

Award: Up to \$1,000.

DISCLAIMER:
Tax-Free
Scholarships
(most are!)

A scholarship is tax free
ONLY IF:

1. You are a candidate for a degree at an eligible educational institution AND
2. You use the scholarship to pay qualified education expenses.

Candidate for a degree:

1. Attend a primary or secondary school or are pursuing a degree at a college or university OR
2. Attend an accredited education institution* that is authorized to provide:
 - a. A program that is acceptable for full credit toward a bachelor's or higher degree, OR
 - b. A program of training to prepare students for gainful employment in a recognized occupation. If your scholarship award does not meet the requirements outlined above, it is taxable.

* *Eligible educational institution:*

An eligible educational institution is one that maintains a regular faculty and curriculum and normally has a regularly enrolled body of students in attendance at the place where it carries on its educational activities.

3. Follow the appropriate reimbursement process set up for conferences, continuing education, or professional certifications.

Tuition Reimbursement Program

Below is a copy of Mercy's Tuition Reimbursement policy. The forms mentioned in its "Application Process" are available on the Human Resources page of the portal.

POLICY/PURPOSE:

Tuition Reimbursement shall be provided to eligible employees.

DEFINITIONS:

PROCEDURE:

1. **Eligibility:** An employee must have completed the equivalent of six months full-time work (1,000 hours) prior to application to be eligible.
 - Full-time: eligible for reimbursement up to \$3,000 per calendar year.
 - 0.5 to 0.8 FTE: eligible for reimbursement up to \$2,000 per calendar year.
 - Reimbursement is based on the employee's FTE at the time reimbursement is issued.
2. **Application Process:** The Tuition Reimbursement Application and College Verification of Cost Form, available in Human Resources and on the HR portal site, must be completed for each class and turned in to Human Resources prior to the date the course(s) start(s):
 - 2.1 **Tuition Reimbursement Application Section:** Provides information about the class you wish to be reimbursed for, when it occurs, and why you are taking the course.
 - 2.1.1 Individual course(s) must be approved by the employee's supervisor prior to the start of the course(s) and the supervisor must also verify their approval by signing the tuition reimbursement application.
 - 2.2 **College Verification of Cost Section:** Must be signed by an authorized college representative confirming the cost of the course.
 - 2.2.1 A course, eligible for approval, must be offered by an accredited educational institution and must provide hours of credit toward the award of a degree. This excludes short-term seminars, CEU classes and professional association meetings and professional dues.
 - 2.2.2 Only the cost per credit hour is eligible for reimbursement. Books and other student fees are the responsibility of the employee.

- 2.3 Reimbursement for a class is counted towards the calendar year in which the class began.
- 2.4 Employees have through March 31 of the current calendar year to submit supporting documents for the prior calendar year.
3. The course(s) selected must be related to the employee's present position, or a position to which the employee can reasonably aspire within Mercy.
4. Course(s) is to be on the employee's own time.
5. After successful completion of the course(s), the employee will provide an official grade report for each course they are submitting for reimbursement. The grade report must include the employee's name and letter grade, or pass/fail grade received for the course(s).
6. To be eligible for reimbursement, employees must complete a course with a minimum grade of "C-" or above; if the course is pass/fail, evidence of "pass" must be presented.
7. Following the grade report submission, Human Resources will create a tuition reimbursement agreement for the employee to sign and will notify the employee when the agreement has been completed.
8. Reimbursement will be issued on the next available paycheck date that corresponds with the tuition reimbursement agreement.
 - 8.1 Tuition Reimbursement will show as a separate line item on the employee's paycheck and is a non-taxable reimbursement.
 - 8.2 Reimbursement requests must meet the definition of a qualified educational assistance plan per IRS code section 127.
9. Employees must remain employed with Mercy for a period of two years and maintain a FTE of 0.5 or above following the most recent reimbursement or the employee is required to repay the said amount in full.
10. Employees must meet the above criteria to be eligible to receive up to \$3,000/\$2,000 reimbursement amount (determined by FTE status) per calendar year for courses completed within that year. Unused funds do not accumulate to the next year.

RELATED DOCUMENTS:

REFERENCES: IRS CODE SECTION 127

PRIOR REVIEW/REVISIONS: 1/2015; 6/2015; 8/2015; 8/2016; 1/2018; 12/2020



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