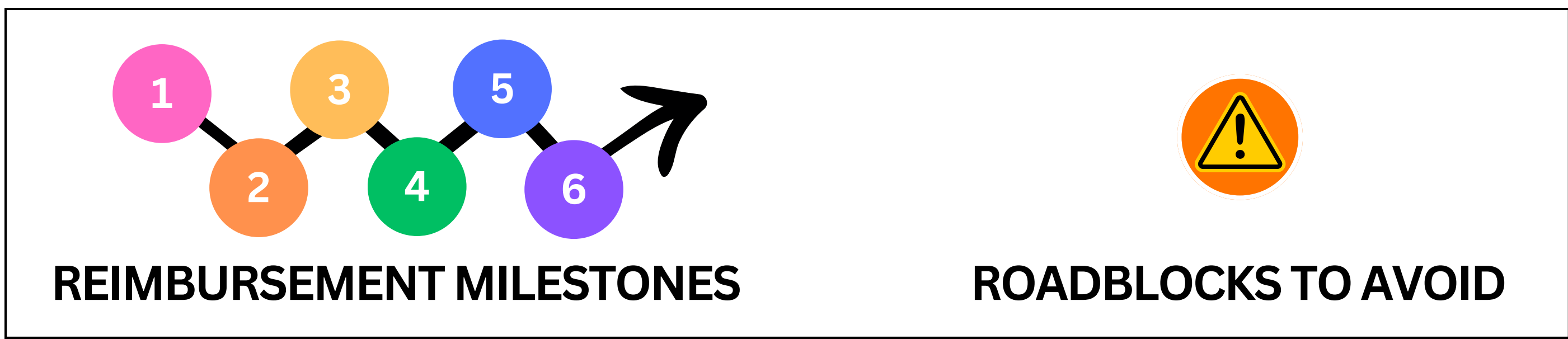


RCUH TUITION REIMBURSEMENT PROCESS ROADMAP



1
Planning

- Eligibility Checklist
- Regular status employee
 - Employed 12 continuous months with RCUH as regular status
 - In good standing (non-probationary)
 - 100% FTE



ROADBLOCKS TO AVOID



Have the discussion with your Principal Investigator (career development and how it fits with your schedule).

Register for class and make payment.

2
Register

- Tuition Reimbursement Checklist:
- Not receiving any other type of educational assistance
 - Class did not start yet
 - Course is job-related
-

3
Submit Application

Complete Sections 1 and 2 of the **RCUH Tuition Reimbursement Application Form** and submit to your Principal Investigator for signature.

- Submit the Following:
- Signed RCUH Tuition Reimbursement Application Form
 - Class Registration (must include your name)
 - Proof of payment

Your Principal Investigator completes Section 3 and returns the form to you.

Class Begins!

4
Receive Approval

- Applications must be submitted no later than 2 business days prior to the start of class.
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RCUH HR will run your eligibility and notify you of the determination. If approved, you will need to supply your passing grade within 30 days upon completion of class to receive reimbursement.

Class Ends!

5
Submit Grades

Pass your class with a grade of "C" or better.

Submit your grade of "C" or better to RCUH HR within 30 days upon completion of class.

RCUH HR will run eligibility requirements again. If approved, reimbursement will be processed within 10 business days.

6
Receive Reimbursement

- A change in status could make you ineligible for reimbursement. Ex. Dropping to 50% FTE.
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