

JEVS Tuition Assistance Program

Purpose: Tuition assistance (TA) is the process by which tuition fees for an employees' education is paid upfront by JEVS in order to encourage continued education. JEVS is committed to life-long learning for its staff. It is important that our employees pursue both their professional and personal growth, utilizing the educational process - not only to enhance their expertise in their current jobs, but also for the long-range development of their careers and retention at the organization. To this end, it is the agency's intention to assist our employees in reaching their short term and long-term professional goals by the implementation of the following Tuition Assistance Program.

Reference/Regulations: Federal Tax Code Section 127

Eligibility: All employees are eligible for this plan who have been employed by JEVS for one year and who are regularly scheduled to work a minimum of seventeen and one-half (17.5) hours per week for the prior year preceding this application. Employees must be actively working during the entire course semester for which reimbursement is requested. Employees who enrolled in courses which began prior to their eligibility date will not be reimbursed for those courses. In order to initiate the program, employees must first sign the Tuition Assistance Agreement form.

Tuition Assistance - Option A: For full-time employees (regularly scheduled to work at least 35 hours per week) seeking enrollment through a JEVS EduConnect program, coaches will work with employees to first access any federal aid (PELL) money awarded to them. After that, the University partner will bill JEVS directly for the cost of tuition; JEVS may frontload up to \$3,000 per year for the employee's tuition to cover the bill. After successful completion of the term, candidates must submit their transcripts/term course evaluation which document satisfactory completion of the course with the grade/pass. If the employee does not submit their grades 2 months after the end of the term, the student will be ineligible and JEVS will deduct the entire tuition cost from the employee's paycheck over the following 16 pay periods. If the employee withdraws after the first 30 days of class or does not attain a passing grade, the employee will not be eligible for JEVS tuition plan in the subsequent year and will be responsible for the future cost of the entire tuition.

Tuition Reimbursement - Option B: For full-time employees (regularly scheduled to work at least 35 hours per week), JEVS will provide reimbursement of 75% of the total credit cost up to a maximum reimbursement of \$250.00 per credit and an overall maximum of \$3,000.00 per rolling year. For part-time employees of at least 17.5 hours and under 35 hours, reimbursement will be pro-rated based upon the number of hours regularly scheduled to work per week. Any unused portion will not be carried over from one academic year to the next. In order to receive any reimbursement, a minimum final grade of passing must be attained for undergraduate and graduate courses.

Consistent with the Collective Bargaining Agreement, the maximum amount in tuition coverage that any employee may receive in a one-year period is \$3000.



JEVS Human Services
TUITION ASSISTANCE APPLICATION
(Please Print)

EMPLOYEE NAME: _____

JOB TITLE: _____ PROGRAM: _____

EDUCATIONAL INSTITUTION: _____

DEGREE BEING PURSUED: _____

TYPE OF PROGRAM: Undergraduate Graduate Certificate (circle one)

COURSE NAME(S):

NUMBER OF CREDITS: _____

MAJOR: _____ COURSE DATES: _____ to _____

COST PER CREDIT (Please attach cost per credit statement from your school):

TUITION AMOUNT REQUESTED (If you are NOT requesting the max amount):

Please explain your purpose in taking this course, and it's relevancy to your long rang career development plans: (Please use additional paper, if needed)

I CONFIRM THE ACCURACY OF THE FOREGOING:



Employee Name

Date

AUTHORIZED SIGNATURES:

SUPERVISOR: _____

DATE: _____

H.R. DIRECTOR: _____

DATE: _____

FOR HUMAN RESOURCES DEPARTMENT:

Final Grade (s): _____ #of credits reimbursable: _____ Amount to be reimbursed per credit: _____

Reimbursement period: _____

Amount paid this reimbursement period INCLUDING this payment: _____

Employee Address:

If you accept assistance and are not eligible, the amount reimbursed to you will be deducted from your pay.

*Please attach a copy of the course registration and tuition amount to this form

Send form to Kiersten Lenherr via email Kiersten.lenherr@jevs.org or

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