

# Direct Bill Application for Edison State College for the LMHS Educational Assistance Program

**LEE MEMORIAL  
HEALTH SYSTEM**

## I. PERSONAL INFORMATION

NAME / TITLE: \_\_\_\_\_ CURRENT POSITION: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 DEPT / UNIT: \_\_\_\_\_ PERSONAL EMAIL: \_\_\_\_\_  
 TELEPHONE / HOME OR CELL: \_\_\_\_\_ TELEPHONE / DEPT: \_\_\_\_\_  
 LMHS EMPLOYEE NUMBER: \_\_\_\_\_ WORK STATUS:  REGULAR FULL-TIME  REGULAR PART-TIME  PRN  
 STUDENT BANNER ID: \_\_\_\_\_ LAST 4 DIGITS OF SSN: XXX-XX-\_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

## II. SCHOOL / COURSE APPROVAL CRITERIA AND INFORMATION (review each of the below)

- Applicants must be a full-time, part-time or PRN employee with LMHS, work a minimum of 832 hours per year (16 hours per week), and employed for at least 12 months to be eligible for LMHS Educational Assistance through Edison State College's direct bill program.
- **Applications for each semester must be submitted to Human Resources for approval 7 days prior to Edison's Payment Deadline.** HR will submit your information to Edison's Business office to include your tuition and fees in a direct bill to LMHS up to the academic year benefit maximums. If you miss this deadline, you will have to pay Edison to hold your classes and apply to LMHS for reimbursement.
- **REQUIRED ATTACHMENTS:** you must include your **"Student Detail Schedule"** and **"Tuition and Registration Fee Assessment"** forms for the semester you are applying for LMHS benefits. Your application can not be processed without them.
- For Critical Need degrees, books can be reimbursed when purchased and a detailed receipt listing the title and cost is submitted to HR.
- If the student withdraws after the cut-off for a refund or gets a grade of D or below or failing (pass/fail), they will be responsible to repay LMHS.
- **Grades MUST be submitted to HR (fax them to 424-4082) as proof of successful completion within 30 days of course completion or they will be considered in default and continuation of future funding may be affected.**

Name of Degree/Certification: \_\_\_\_\_  
 Semester Applied for: \_\_\_\_\_ Estimated degree completion date: \_\_\_\_\_

Course / Certification	Course Number	Credits	Begins	Ends	Amount
<b>TOTAL:</b>					

The course / certification information in these boxes must be completed.

## III. COURSE OBJECTIVES - MY REASON FOR TAKING THIS COURSE - Check one:

- Provides knowledge directly applicable to my present position at LMHS, or
- Prepares me for a new career opportunity or an advanced position at LMHS, or
- Prepares me for a bedside "Critical Need" position at LMHS

*I authorize the release of this application, information and any relevant information to LMHS and to Edison State College.*

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## IV. LMHS SUPERVISOR / MANAGER APPROVAL:

- Review and confirm the employee's course objective is beneficial to LMHS .....  Yes  No
- Has this individual been employed for at least 12 months and worked at least 16 hours per week (832 hours per year) .....  Yes  No
- Is the employee in corrective action (within the past 12 months) .....  No  Written  DML

LMHS MANAGEMENT SIGNATURE: \_\_\_\_\_ LMHS ID: \_\_\_\_\_ DATE: \_\_\_\_\_

**FAX APPLICATION TO LMHS HUMAN RESOURCES AT 424-4082 OR SEND TO CAPE CORAL HOSPITAL - HUMAN RESOURCES.**

LMHS H.R. SIGNATURE / APPROVAL: _____	DATE: _____
Edison is authorized to bill LMHS for the following amount indicated for each semester during the academic year (fall, spring & summer)	
Fall Semester up to \$ _____	Spring Semester up to \$ _____ Summer Semester up to \$ _____

# ***Direct Bill Application for Edison State College for the LMHS Educational Assistance Program***

Lee Memorial Health System offers tuition reimbursement, tuition advancement and certification benefits to all full-time, part-time and PRN employees who have completed one year of employment and nurse refresher reimbursement after 90 days of employment. Refer to the Educational Assistance Policy (S09 04 209) for more detail. Those applying for Education Grants must use that program's agreement.

**PROGRAM:** For non-critical needs positions, employees can obtain Nurse Refresher reimbursement for tuition expense up to \$1,000, Tuition and Certification reimbursement of tuition expense up to \$1,300 per calendar year. The maximum reimbursement for any combination of these programs is \$1,300 per calendar year. For Critical Needs positions as defined in the Educational Assistance policy, employees can obtain advancement or reimbursement of tuition, books and fees up to \$2,500 per calendar year. The maximum reimbursement for any combination of Critical Needs benefits and the other programs is \$2,500 per calendar year. Both the \$1,300 and \$2,500 maximum amounts are based on the year in which they are paid, not when the coursework is completed and do not include funds received for Education Grants.

**ELIGIBILITY:** Full time employees with standard 72-80 work hours biweekly are eligible for a 100% benefit when they have a minimum of one year of employment. For Critical Need positions, part-time and PRN are also eligible for the 100% benefit after one year of employment. For non-critical need positions, full-time, part time and PRN employees with standard hours less than 72 hours are eligible to participate on a pro-rated basis when they have completed a minimum of one year of employment. PRN employees must have worked a minimum of 832 hours in the previous fiscal year to be eligible for this benefit.

EXAMPLE: A PRN employee going to school worked 1,000 hours last fiscal year and has been employed with LMHS for at least one year. They would receive 48% or \$360.00 reimbursement for their \$750 tuition expense (1,000 hours divided by 2,080 hours in a year equals 48%;  $\$750 \times 48\% = \$360.00$ ). Nurse Refresher reimbursement will be provided after satisfactory completion of 90-day probationary period.

**TERMS AND CONDITIONS:** An employee must work for LMHS 12 months from the date of last LMHS payment for tuition reimbursement, certification and nurse refresher benefits. For a Critical Needs benefit greater than \$1,300 per year, an employee must work for LMHS 18 months from the date of last LMHS payment for tuition reimbursement or 18 months from the course completion if for tuition advancement. Should an employee fail to complete the appropriate work requirement for their benefit, a full or pro-rated balance for the remaining work period not completed would be requested to be returned immediately to LMHS. Repayment would also be required for any tuition assistance if a student failed to meet the minimum passing grade as required by the Educational Assistance policy.

In the event the employee fails to meet their work requirement, LMHS will withhold the reimbursement or advancement sum from the employee's final check and Paid-Time-Off (PTO) check in accordance with federal and state laws. If the amount withheld is insufficient to satisfy repayment, the employee agrees to pay the balance within thirty days of their termination date.

**DEFAULT:** If the employee fails to repay the educational assistance repayment after requested, the amount will be collected without further notice and will accrue interest at the rate of 10% per annum from the date of demand until paid. The employee agrees to pay all attorney fees and costs to collect the amount whether suit be brought or not for collection of same.

**Your Educational Assistance benefits may be taxable income in the year it's paid even though it won't appear on your LMHS W-2. For details, refer to IRS Publication 508, Tax Benefits for Work Related Education.**

**GOVERNING LAW:** This agreement is interpreted and enforced to the laws of the State of Florida.

**This agreement is not an employment contract and no representation is made as to term, condition or rights of employment.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Employee Name (PRINT)

\_\_\_\_\_  
Date