

Vermont Catholic Charities, Inc.

SUBJECT: Employee Tuition Assistance Program (ETAP)

Policy Number 2.6.6
Section: Benefits
Sub-Section: NA
Date: September 1, 2018

VCC Employee Tuition Assistance Program (ETAP) for Work-Related Certifications, Licensure, and Post-Secondary Level Courses at Accredited Educational Institutions in the State of Vermont

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I. Purpose

Vermont Catholic Charities, Inc. (VCC) provides financial assistance for certifications, licensure, and post-secondary level courses, which are related to the employee's current job or other possible future career-related positions within VCC.

Courses must be for certification, licensure, or post-secondary level to be taken at a properly accredited educational institution. Courses or degree programs must be related to the employee's current position or another position within VCC.

II. Eligibility

1. The Employee Tuition Assistance Program (ETAP) is available to full-time salaried and full-time hourly employees.
2. Full-time salaried and full-time hourly employees must be employed for 6 consecutive months prior to becoming eligible.
3. Employees must be in "good standing" regarding conduct and performance. Good standing is defined as meeting expectations for your position, satisfactory performance evaluation, and no corrective actions within the last three (3) months prior to application.

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4. Employee must complete a Tuition Assistance Application Form.
5. Employee must maintain a "pass" on the pass/fail scale, a "C" course grade minimum, or course certification/licensure to receive tuition assistance.
6. Tuition assistance covers tuition only. Books and fees are not covered.

III. Benefit

1. Eligible employees will receive the following tuition assistance:
 - a. The maximum amount of tuition assistance cannot exceed \$2,000 per fiscal year.
 - b. The policy dollar maximum tuition assistance amount will be re-evaluated every fiscal year.
2. All tuition assistance payments made by VCC are contingent upon the employee's successful completion of the course with a "pass" on the pass/fail scale, a "C" course grade minimum, or course certification/licensure.
3. VCC will reimburse the employee directly upon successful completion of the course. Employee must provide documentation of successful completion of the approved course(s) and financial recap showing charges/payments for the course(s) to the VCC's Controller. Assistance reimbursement is processed through Accounts Payable and will be issued by separate check to the employee.
4. The request for assistance will be approved based on eligible employee submitting the completed Employee Tuition Assistance Application Form on a first-come, first-served basis until funds are exhausted.
5. If an employee is interested in pursuing an LNA certification, but unable to meet the financial cost of the program, VCC may offer hardship assistance. Hardship assistance will allow tuition to be paid directly to the LNA program. Hardship assistance is evaluated on a case-by-case basis. All other conditions and restrictions apply. This benefit is available for LNA certification ONLY.

IV. Conditions

The following conditions shall determine the tuition assistance provided by the Employee Tuition Assistance Program:

1. Applications for tuition support from the Employee Tuition Assistance Program must be completed by the employee and filed with the VCC Controller.
2. Notice of approvals and denials will be provided to employees in writing.

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3. Employees are responsible for any administrative fees incurred, books, etc. Tuition assistance is for tuition only.
4. All employee tuition assistance payments made by VCC are contingent upon the employee's successful completion of the course(s). Upon completion of the course(s), employee must provide a financial recap showing charges/payments from the school as well as proof of their passing grade to the VCC Controller. This documentation can usually be found on the School's website and can be sent to charityadmins@vermontcatholic.org via email attachment within 30 days of course completion. VCC will issue reimbursement within 30 days of receipt.
5. If an employee voluntarily leaves employment with VCC within 12 months of receipt of tuition reimbursement from VCC or, VCC having paid tuition directly to an institution on his/her behalf, pursuant to the tuition assistance policy, he/she agrees to reimburse VCC in full for the amount of tuition assistance paid by VCC to the employee or on the employee's behalf.

V. Forms

The Employee Tuition Assistance Application Form and detailed instructions are available online at <https://www.vermontcatholic.org>. The application form must be completed as follows:

1. Section I: completed by the employee. Please provide complete information.
2. Section II: completed by the employee. Please provide information regarding the school and courses for which assistance is being requested. Course #1 and #2 should be completed in the order of employee's priority in the event only Course #1 can be funded based on availability of funds.
3. Section III: completed by the employee's manager/department. Employee's department manager will complete, sign, date, and return to the employee in a timely manner.
4. Employee will submit the completed application to the VCC Controller.

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VCC Employee Tuition Assistance Program Application

Section I: Employee Information

Name: _____ Position/Title: _____ Facility/Organization _____

HOME Mailing Address: _____ Daytime Phone: _____

Email Address: _____ Date of Hire: _____

Department: _____ Supervisor's Name: _____

Please explain why you believe this course(s) is job/career related. (attach another sheet if necessary):

Section II: Academic Information

School: _____ Address of School: _____

Contact name/number: _____ Website: _____

Field of Study/Major: _____

Job Related: _____ (Y / N) Indicate YES if this course is related to your current job function OR other possible future career-related positions at VCC.

Educational Goal: Associates Bachelors Certification Licensure Additional Training

Course #1: _____ Start/End dates: _____ # of credits: _____

Course #2: _____ Start/End dates: _____ # of credits: _____

Tuition Cost Per Credit: \$ _____ (Do not include charges for Books or Fees, this is TUITION ONLY)

Will you receive any Grants, Scholarships or VA Benefits to assist you with tuition? _____ (Y / N)

If yes, please provide the TOTAL amount and supporting documentation indicating the source of the assistance.

\$ _____ (Do not include loans)

Section III: Applicant's Department

(Questions must be answered, signed, and dated by the Dept. Manager before you submit the Application.)

1. Has employee successfully completed probationary period? _____ (Y / N) If no, the employee is not eligible to apply.
2. Has employee met expectations for satisfactory job performance—no corrective action with past three (3) months? _____ (Y/N)
3. Is this course related to the employee's current job function OR other possible future career-related positions at VCC? _____ (Y / N) Provide additional comments regarding this question, if necessary.

Signature of Manager Approval: _____ Date: _____

Print Name of Manager: _____

Signature of VCC Executive Director: _____ Date: _____

Print Name of VCC Executive Director: _____