

Policy 244, Educational Assistance has been revised as a comprehensive policy for Beaumont Health.

Please go to the Documents Tab – Policies within Beaumont Health intranet for the updated policy: Tuition Assistance and attached Tuition Assistance Request Form (see attachment tab).

EFFECTIVE 8-1-16 THROUGH 12-31-16

For all Regular status full-time and part-time (0.5 FTE and above) employees:

- CEU's, ECE's, Continuing Education Contact hours, seminars, conferences and membership dues associated with clinical positions will be reimbursable and may not exceed \$500 out of the \$3,000 per calendar year limit for full-time employees or \$250 out of the \$1,500 per calendar year limit for part-time employees. If full reimbursement has been received prior to 8-1-16, no additional reimbursement will be made.
- Requests for specialty exams may not exceed \$400, is separate from the maximum tuition assistance allowance, and has no maximum. Review courses and review materials are reimbursable out the CEU funds and subject to the CEU calendar maximums.
- Requests for ACLS, PALS, and BLS may not exceed \$250, is separate from the maximum tuition assistance allowance, and has no maximum. Review courses and review materials are reimbursable out the CEU funds and subject to the CEU calendar maximums.
- Reimbursement must be requested within 90 days of completion of the course or examination.
- Please use the form (838 Educational Profile Form/Prior Approval Request) provided for these reimbursements **only**.

Contact Adriene Crockett-Levingston via email, Adriene.Crockett-Levingston@beaumont.org, or by phone, 248-423-3188 for any questions.