



# RCUH



# TUITION EXPENSE REIMBURSEMENT

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**RCUH POLICY 3.460**

## ABOUT

THIS BENEFIT IS MEANT TO ENCOURAGE EMPLOYEES TO SEEK AND ACQUIRE EDUCATIONAL TRAINING THAT IS DIRECTLY APPLICABLE TO THE INDIVIDUAL'S JOB AT THE RCUH. APPLICATIONS ARE REVIEWED ON A FIRST-IN, FIRST-PAID BASIS, UP TO THE LIMIT OF AVAILABLE FUNDS.

## REQUIREMENTS

- REGULAR STATUS RCUH EMPLOYEE IN GOOD STANDING
- 100% FTE
- AT LEAST 1 CONTINUOUS YEAR OF SERVICE
- MUST NOT BE RECEIVING ANY OTHER TYPE OF EDUCATIONAL ASSISTANCE

## PROCEDURES

- ✔ SUBMIT PI APPROVED APPLICATION, PROOF OF PAYMENT, AND COURSE REGISTRATION AT LEAST 2 BUSINESS DAYS PRIOR TO COURSE START DATE
- ✔ SUBMIT FINAL LETTER GRADE OF "C" OR HIGHER TO RCUH WITHIN 30 DAYS
- ✔ RECEIVE REIMBURSEMENT



## MORE INFORMATION

 (808) 956-3100

 [RCUH\\_BENEFITS@RCUH.COM](mailto:RCUH_BENEFITS@RCUH.COM)



SUBMIT APPLICATION VIA EMPLOYEE E-UPLOAD OR EMAIL TO: [RCUH\\_BENEFITS@RCUH.COM](mailto:RCUH_BENEFITS@RCUH.COM)