



POLICY: MHN Tuition Assistance Program

Policy No. II

Date Issued: May 1, 2021

Revised: August 5, 2022

PURPOSE: To provide financial assistance to students pursuing degrees in healthcare fields, as approved by MHN, in return for a three (3) or five (5) year commitment to full-time employment in an approved position at a Mountain Health Network (MHN) tertiary care facility.

I. GENERAL

MHN will pay awarded recipients under the MHN Tuition Assistance Program up to \$5,000 for each of the final four semesters of an approved healthcare program at an accredited post-secondary educational institution in return for a five (5) year commitment to full-time employment in an approved position at a Mountain Health Network (MHN) tertiary care facility.

Alternatively, MHN will pay awarded recipients under the MHN Tuition Assistance Program up to \$5,000 for each of the last two semesters of an approved healthcare program at an accredited post-secondary educational institution in return for a three (3) year commitment to full-time employment in an approved position at a Mountain Health Network (MHN) tertiary care facility.

II. ELIGIBILITY

- a. Each semester, MHN shall determine the number of students who will receive the tuition assistance awards as well as the programs and accredited post-secondary education institutions that meet eligibility for the tuition assistance program.
- b. To be considered, an applicant must complete the MHN Tuition Assistance Application and submit it to MHN.
- c. All applicants must agree to an employment commitment in a MHN tertiary care facility (St. Mary's Medical Center or Cabell Huntington Hospital) upon graduation from their program.
- d. Participants in the Tuition Assistance Program must have an overall collegiate grade point average of 2.5 or greater to enter the program and maintain an overall grade point average of 2.0 to remain in the Tuition Assistance Program.

- e. All participants upon being accepted into the Tuition Assistance Program must complete the Tuition Assistance Agreement (Three Year or Five Year Commitment) containing a promissory repayment note obligation.
- f. All participants, upon completing each semester under the Tuition Assistance Program must submit the Tuition Assistance Program Semester Completion form with transcript.
- g. A participant will cease being a participant in the program in the following instances:
 - i. The participant voluntarily withdraws permanently from their program;
 - ii. The participant fails to return after an approved leave of absence;
 - iii. The participant is ineligible to continue the program due to failure to meet academic requirements or other reasons; or
 - iv. The participant is dismissed from the program for violations of conduct, criminal activity, etc.
 - v. The participant fails to graduate within the agreed upon timeframe as outlined in item number three (3) of the Tuition Assistance Agreement.Upon such cessation, repayment obligation procedures shall apply.
- h. Upon successful completion of their Program, all participants must become and remain employed in a full-time position at a MHN tertiary care facility for either three (3) or five (5) years, as outlined in their Tuition Assistance Agreement. Failure to do so will result in required repayment of the entire amount of the tuition assistance provided. Applicants who fail to complete their respective program will also be required to repay the entire amount of tuition.

III. BENEFIT

- a. A grade of “C” or better in all program courses must be received in order for a participant to continue from one semester to the next under the tuition assistance program.
- b. Tuition assistance payments will be made directly to the academic institution.
- c. All federal regulations shall be followed concerning the status of any educational assistance and reimbursement as taxable income.

IV. CLAIMS PROCEDURE

- a. Each applicant must submit a completed Semester Completion Update form to MHN within thirty (30) days following the end each semester (E-mail: alrena.labus@st-marys.org) in order to receive tuition assistance for the next semester, excluding students in the St. Mary’s School of Medical Imaging, Respiratory, or Nursing.
- b. Failure to timely submit the form may result in discontinuation of participation in the Tuition Assistance Program and result in requiring repayment of previously paid funds.

V. REPAYMENT PROCEDURE

- a. Repayment of all tuition assistance funds paid on student's behalf to the academic institution will be required for (i) failure to complete the program as set forth in II.g.i-v above or (ii) failure to complete the agreed upon years of required employment.
- b. Notwithstanding the foregoing, if a full-time position within a MHN tertiary care facility is not offered to a program participant successfully completing their program, the participant is not responsible for repayment of monies paid under the Tuition Assistance Program.
- c. Any failure to complete the program requirements as set forth above shall be considered a default under the promissory note as signed by the Tuition Reimbursement Program participant and will result in the entire amount of funds pursuant to the promissory note being immediately due and payable.
- d. Nothing in this policy shall be a guarantee of an offer of employment upon graduation from a healthcare program.