

**MEMORIAL HOSPITAL & MANOR
BAINBRIDGE, GEORGIA**

TUITION REIMBURSEMENT APPLICATION

NAME _____ SOCIAL SECURITY NO. _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 HOME PHONE NO. _____ WORK PHONE NO. _____
 DATE OF BIRTH _____ NO. OF DEPENDENTS _____ MARITAL STATUS _____

EMPLOYMENT HISTORY

PLEASE LIST ALL JOBS HELD STARTING WITH YOUR CURRENT POSITION.

PLACE OF EMPLOYMENT & ADDRESS	JOB TITLE	NAME OF SUPERVISOR	DATES OF EMPLOYMENT	REASON FOR LEAVING

PLEASE LIST ALL HIGH SCHOOLS AND COLLEGES ATTENDED.

NAME OF SCHOOL/COLLEGE & ADDRESS	DATES ATTENDED	MAJOR AREA OF STUDY

COURSE OF STUDY _____

NAME OF COLLEGE YOU PLAN TO ATTEND _____

ANTICIPATED DATE OF GRADUATION _____

HAVE YOU BEEN ACCEPTED FOR ADMISSION? YES NO

OTHER FUNDS AVAILABLE: VA, SOCIAL SECURITY, PELL GRANT, HOPE GRANT, ETC. _____

DUE TO TIME RESTRICTIONS, MEMORIAL HOSPITAL AND MANOR RESERVES THE RIGHT TO INTERVIEW ONLY A SELECTED NUMBER OF APPLICANTS FOR THE AVAILABLE TUITION REIMBURSEMENT. YOU WILL BE NOTIFIED OF YOUR APPLICATION STATUS.

ALL OF THE FOLLOWING INFORMATION AND MATERIALS MUST BE RECEIVED TO BE CONSIDERED FOR TUITION REIMBURSEMENT:

1. A COMPLETED AND LEGIBLE APPLICATION FORM INCLUDING THE SIGNED PROMISSORY NOTE.
2. OFFICIAL HIGH SCHOOL TRANSCRIPT.
3. OFFICIAL COLLEGE TRANSCRIPT FROM ALL COLLEGES ATTENDED.
4. SAT SCORES (THESE SCORES MAY BE POSTED ON THE TRANSCRIPTS)
5. A HAND-WRITTEN ESSAY OF AT LEAST ONE-HALF PAGE ON A SEPARATE SHEET OF PAPER. THE ESSAY SHOULD INCLUDE AN EXPLANATION OF YOUR GOALS AND HOW THIS TUITION REIMBURSEMENT MIGHT HELP YOU ATTAIN THEM.

COMPLETED APPLICATION FORM AND RELATED DOCUMENTS TO:

CATHY WILLIS
HUMAN RESOURCES

EMPLOYEE SIGNATURE

DATE

DEPARTMENT HEAD SIGNATURE

DATE

ASST. ADMINISTRATOR SIGNATURE

DATE

TERMS AND PROMISSORY NOTE

Memorial Hospital & Manor's program of Tuition Reimbursement is designed to provide regular, full time employees with financial support in pursuing courses and educational programs toward a specific degree, which will enhance the employee's skills in current or future work related areas. Employees are to submit an application with written recommendation from their department head or supervisor to the Director of Human Resources.

The cost of part-time education for regular full time employees (uninterrupted employment for more than a year), attending a properly accredited academic or technical institution devoted to undergraduate and/or graduate work, is to be reimbursed by Memorial Hospital & Manor provided:

1. An application form must be submitted with a letter of acceptance from the applicable program of an accredited college, as well as a transcript of all grades.
2. Upon approval of the applicant, the hospital will make funds available up to the limit allowed for payment of tuition and book expenses.
3. Tuition reimbursement may be applied only toward courses with a "C" or above. The applicant will make a transcript available at the end of each quarter in order for funds to be available for the following quarter.
4. The applicant will sign a promissory note for the full amount of the funds requested plus interest, and provide a co-signer, acceptable to the Scholarship Committee.
5. A student's reimbursement may be terminated if: (a) GPA is below 2.0, (b) applicant does not wish to continue, (c) applicant fails to attend applicable courses for two or more quarters, (d) applicant is suspended or dismissed from school, or (e) applicant's overall performance is below an acceptable standard as determined by the Scholarship Committee.
6. If the educational program is not completed, if the applicant fails to become professionally qualified for the job trained for, i.e., fails to fulfill his/her employment obligation with Memorial Hospital & Manor, the loan must be repaid at an annual interest rate of fifteen percent, accrued from that date the funds were received for the educational notification. The hospital reserves the right to impose a penalty for late payments, i.e., not received by the tenth of each month. Furthermore, the policy requires that legal recourse be taken when two monthly payments have been omitted successively. In the event that an applicant elects not to fulfill the work obligation as stated in the signed agreement, a payment schedule will be provided by the hospital and forwarded to the recipient of tuition reimbursement funds and to the co-signer.
7. Cost of tuition will be limited to that charged at Georgia state run public institutions, i.e., University systems, state operated vocational/technical schools etc.
8. The hospital reserves the right to revise this policy with the understanding that all current recipients and applicants are provided official notice within thirty days of revision date.
9. The applicant is responsible for paying taxes on this money.
10. The applicant will work on a full time status as an employee at the completion of the degree for one month for each month the hospital paid expenses for school and receive all pay and benefits being offered to other employees in similar positions at the time of hire.

COST CONSTRAINTS

Cost constraints will be limited to a budgeted amount annually.

TUITION REIMBURSEMENT COMMITTEE

The Memorial Hospital & Manor Tuition Reimbursement Committee will meet annually and have the following standing committee members.

Chief Executive Officer
Assistant Administrator of Human Resources
Assistant Administrator of Nursing Service
Assistant Administrator of Physician Relations
Assistant Administrator of Finance

Ad hoc representatives may be requested to attend as needed when determined by the Committee.

I declare that I have read and understand all parts of the application and terms and that I have truthfully answered every question appearing herein.

EMPLOYEE SIGNATURE

DATE