



NURSE TUITION FUNDING PROGRAM 2010

DEFINITION

A loan program for tuition and fees related to an educational program in exchange for a designated length of employment with Henry Ford Health System (HFHS).

This program is designed to be both a recruitment and retention tool that will improve knowledge and skill level and facilitate career progression of participants.

PURPOSE

The purpose of the program is to engage a recruitment and retention strategy that will facilitate a pipeline for registered nurses at HFHS.

MAXIMUM AMOUNT

The amount varies by program.

ELIGIBILITY

Students must be enrolled in an accredited nursing program* that will result in the degree within the specified time frames:

- Associate Degree in Nursing (ADN) – up to four years
- Bachelor of Science in Nursing (BSN) – up to five years
- BSN Completion – up to four years
- Master's of Science in Nursing – up to five years

*The program must meet the American Nurses Credentialing Center (ANCC) eligibility requirements for certification in the area of specialty. CRNA programs are not funded through the Nurse Tuition Funding Program. Please note that some out of state on-line programs do not meet the ANCC requirements for certification.

- Current full or part time (at least 20 hours per pay period) employees will be eligible.
- Contingent employees are not eligible.
- Eligible part-time employees will be expected to forgive the loan through working the equivalent of three years full-time.

Employees, in addition to the above, must meet the following:

- Completion of one year at HFHS
- Current satisfactory performance
- Valid RN license in the State of Michigan (RNs enrolled in BSN or MSN completion program)

Students must maintain the minimum GPA specified by the nursing program.
Students must have demonstrated commitment, competence and character.
If you received a loan from HFHS, it must be 66% forgiven at the time you apply for this program.

LOAN ADMINISTRATION PROCESS

I. APPLICATION

Applicants must submit a completed application; incomplete applications **will not** be considered.
Applications may be accessed:

- On line via HR Connect and click on “Nurse Tuition Funding Program”

Loan applications must be submitted prior to the beginning of the semester.
Completed applications are accepted/due. **Deadline for submission:**

❖ March 1	Spring/Summer Semester
❖ July 1	Fall Semester
❖ November 1	Winter Semester

1. Obtain a *Nurse Tuition Funding Program* packet through HR Connect.
2. Obtain manager’s approval. **See Appendix A.**
3. Submit completed packet, according to established deadline above, to Nursing Development & Research, One Ford Place, Suite 2B or Fax: 313-874-6701.
Incomplete packets **will not** be considered.

Packet **must** include:

- *Two-page Application Form*
- Letter of acceptance into the nursing program on official college letterhead
- *Approval to Participate* form signed by Manager and Director. **See Appendix A.**

Employees do not need to reapply each year once accepted for the Nurse Tuition Funding Program.

Employees may be required to submit proof of continuation in a nursing program to maintain acceptance in the Nurse Tuition Funding Program.

Employees need to submit documentation of employment status each time funds are requested.

Employees must reapply if they change the school or program they were accepted for in the Nurse Tuition Funding Program.

II. APPROVAL

- Notification of receipt of materials to managers and employees will be generated by NDR.
- NDR will notify manager and employee of status of acceptance into the *Nurse Tuition Funding Program* by:

❖ May 1	Spring/Summer Semester
❖ September 1	Fall Semester
❖ January 1	Winter Semester

- NDR will request employee signature on loan agreement.
- The loan forgiveness will begin when the tuition reimbursement benefit is completely exhausted for that calendar year.
- If the cost of the course exceeds the tuition reimbursement benefit remaining, the loan forgiveness will be initiated to cover the difference.
- A designated number of loans will be approved in each program category.

III. DISTRIBUTION OF FUNDS

Funds will be distributed directly to the student upon successful completion of each semester.

Upon exhausting system tuition reimbursement, the employee will submit the following to NDR:

- Copy of semester grades
- Copy of tuition reimbursement form showing exhaustion of benefit for the calendar year
- Copy of tuition receipt/bill from school
- Copy of proof of payment for tuition & fees (cancelled check, billing statement)
- Signed sheet by Nurse Manager

A copy of each semester grades and tuition receipt must be submitted within two weeks after completion of each semester.

A promissory note will be signed by the employee prior to distribution of each loan after successful completion of the semester.

The loan agreement will be considered valid when signed by both the employee and designated HFHS representative.

**HENRY FORD HEALTH SYSTEM
NURSE TUITION FUNDING PROGRAM
APPLICATION FORM
2010**

PLEASE PRINT CLEARLY

PERSONAL DATA:

Name _____
(Last) (First) (M.I.)

Address _____
(Street)

(City) (State) (Zip Code)

HFHS Email Address _____

Telephone Number (Home) _____ (Cell) _____

Present Occupation/Job Title _____

Work Phone _____ Current degree (if applicable) _____

Employment Status Full Time Part Time _____ hours per week

Employee ID# _____

Current work area (unit/clinic/hospital) _____

Manager/Supervisor Name (please print) _____

PROGRAM INFORMATION:

Degree Pursuing (place an "X" in the appropriate box):

- | | |
|---|---|
| <input type="checkbox"/> Associate Degree in Nursing | <input type="checkbox"/> BSN Completion |
| <input type="checkbox"/> Bachelor of Science in Nursing | <input type="checkbox"/> Master of Science in Nursing |

Reason for Pursuing Degree:

What is your current level in school?

- Accepted into a nursing program: Start date _____
 - First year
 - Second year
 - Third year (if BSN or higher)
 - Fourth year (if BSN or higher)
 - Other (please describe)
-

College you are attending: _____

Expected graduation date: _____

Loan Category (please place an "X" in the appropriate box):

- Associate Degree Program
- BSN Completion
- Traditional BSN
- Master of Science in Nursing

**Programs must be HFHS approved*

Other HFHS Loans

Have you received any other loans from HFHS? Yes No

If yes, please explain: _____

Explain briefly why you would like employment or continued employment at HFHS upon graduation.

I declare that the information contained in the Application is correct and complete.

(Signature)

(Date)



**MANAGER APPROVAL TO PARTICIPATE
Nurse Tuition Funding Program
2010**

_____ is applying to participate in the
(Employee Name)
Nurse Tuition Funding Program, to begin _____,
to assist the employee in attaining a/an _____ degree.

YES NO

- Has completed one year of employment at HFHS.
- Has a satisfactory performance evaluation and attendance record.
If "no", please explain and provide documentation.

- Has a valid State of Michigan RN license **(if applicable)**.
- Is a Full or Part Time Employee (Part time - 20 hours per week)
- Yes**, I approve of _____ participating in the
(Employee Name)
Nurse Tuition Funding Program.
- No**, I do not approve of _____ participating in the
(Employee Name)
Nurse Tuition Funding Program.

Manager Name/Signature

Date

Print Name/Signature

Director/Administrator/CNO Name/Signature

Date

Print Name/Signature

**Nurse Tuition Funding Program
2010**

Appendix B

PROGRAM	AMOUNT	EMPLOYMENT COMMITMENT	
<p>Employees should use entire tuition reimbursement benefit (\$3,000/year full time) first and must receive approval from manager in order for application to be considered. Employees must maintain employment while in school. You must notify the NTFP if you change your employment status while in this program i.e. <u>full time to part time</u>. This may impact your eligibility for the program.</p>			
a) A.D. Nursing Program	Up to \$8,000 tuition loan	36 mo. FT RN after passing NCLEX	20
b) B.S.N. Traditional Program	Up to \$14,000 tuition loan	36 mo. FT RN after passing NCLEX	4
c) B.S.N. Completion Program	Up to \$14,000 tuition loan	36 mo. FT RN after obtaining degree	105
d) M.S.N. Completion Program	Up to \$14,000 tuition loan	36 mo. FT RN after obtaining degree	30

HFHS MUST APPROVE THE EDUCATIONAL PROGRAM IN ORDER TO BE ELIGIBLE FOR THE TUITION FUNDING PROGRAM



**Nurse Tuition Funding Program
Application Checklist**

Applicant: Use this checklist to verify that all requirements are submitted prior to application deadline. Incomplete applications **will not** be considered.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application (2 pages)
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Acceptance into the nursing program (on official college letterhead)
<input type="checkbox"/>	<input type="checkbox"/>	Approval to Participate form signed by Manager and Director
<input type="checkbox"/>	<input type="checkbox"/>	Current performance evaluation (top page of evaluation only)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of valid RN license in the state of Michigan (if applicable)