

# HOW TO APPLY FOR TUITION/CERTIFICATION ASSISTANCE

## A STEP-BY-STEP GUIDE and FAQ

**Eligibility:** You must have an approved hours position of 48 hours or more per pay period, and be pursuing an accredited college program which can be utilized in a position at Bronson.

\*Certifications that are required for your job are **NOT** eligible for assistance.

**Step 1:** Submit request/application in Workday.

**Step 2:** Once your application has been received, you will receive an email letting you know if you are approved and for what your allotment is for the year (within approximately 1-2 weeks).

**DO NOT SUBMIT ANY REQUESTS OR ANY DOCUMENTATION UNTIL END OF CLASS(S)**

**Step 3:** Once you have completed your course(s), you will then enter your request for check and submit the FINAL receipt and your grades.

**Step 4:** Your tuition reimbursement payment should be included in your paycheck within three weeks.

**Step 5:** You will want to follow up with Human Resources by calling 269-341-6406 or email at [tuitionreimbursement@bronsonhg.org](mailto:tuitionreimbursement@bronsonhg.org) to ensure your paperwork has been received and when it will be on your paycheck. Note: we will not contact you unless we need additional information.

**Please note that if you are requesting reimbursement after a class or semester and have a remaining balance with Bronson, you must reapply before your next classes or semester to receive further reimbursement.**

### Frequently Asked Questions

#### 1. When can I apply for tuition eligibility for next year's classes?

Applications for the following calendar year become available at the Bronson Benefits Fair each year. This is typically the last Friday in October. You can apply anytime during the year, prior to the start of your classes.

#### 2. How long do I have to work for Bronson after receiving tuition reimbursement money?

Twelve months after receiving the money. Please notify Human Resources at 269-341-6406 immediately to schedule a repayment plan.

### **3. How much money can I receive?**

**Undergraduate Program:** Approved hours of 48-71/pp - \$1000 per year

Approved hours of 72-80/pp - \$2000 per year

**Targeted Positions:** BSN

Approved hours of 48-71/pp - \$1250 per year

Approved hours of 72-80/pp - \$2500 per year

**MSN:**

Approved hours of 48-71/pp - \$1500 per year

Approved hours of 72-80/pp - \$3000 per year

**Graduate Programs:** Approved hours of 48-71/pp - \$1250 per year

Approved hours of 72-80/pp - \$2500 per year

**Certifications:** Approved hours of 48-80/pp - \$350 per year

### **4. Do I have to complete separate applications for each class?**

No. Apply once for the calendar year, January to December.

### **5. How will I know if I'm eligible?**

You are eligible if you have 48-80 approved hours and are in good standing and have been accepted in an accredited program that is applicable to employment at Bronson. Certifications that are a requirement of your job are NOT eligible for assistance.

### **6. Who can I contact for questions?**

You can call the tuition/certification phone line, 341-6406, fax 341-7731 or e-mail to

Tuitionreimbursement@bronsonhg.org.

**7. Is there any tuition assistance available if I want to take a class for my own learning and not necessarily to obtain a degree?**

If you are attending KVCC, you can apply for the Bronson KVCC scholarship. You can find this form by searching "KVCC Scholarship" on the Bronson Intranet.